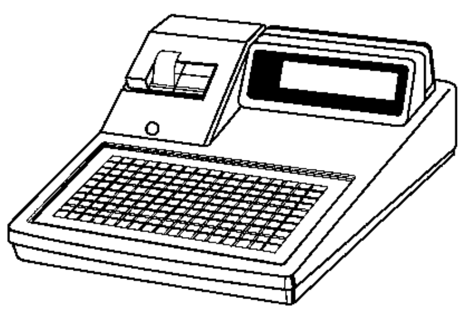
Workstation Operating Instructions
5000 Series Version 4.0

Model No. JS-500WS



Please read this manual carefully and keep this
documentation in a safe place for future referene

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FCC Warning

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy, and, if not installed and used in accordance with the instruction manual, it may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

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Attention: The product you have purchased is powered by a rechargeable battery. Depending upon your state and local laws, it may be illegal to dispose of this battery with your trash. Contact your local solid waste authorities for instructions on how to recycle or properly dispose of the battery in your area.

This product has a fluorescent lamp that contains a small amount of mercury. It also contains lead in some components. Disposal of these materials may be regulated in your community due to environmental considerations. For disposal or recycling information, please contact your local authorities, or the Electronics Industries Alliance: <http://www.eiae.org.>

Using this Manual

This manual is provided as an aid to everyone who operates the 5000 Series workstations, including managers, servers, bartenders, and cashiers. You should read this manual before operating your 5000 Series System, and then use it as a reference when you have a question about a particular operation.

The features and procedures covered in this manual are standard to all 5000 Systems. Part of the power of this system is its flexibility. Your Panasonic representative will have programmed your system with features and functions that most closely fit your restaurant operations. As a result, you may not need all of the features described in this document, or you may use some of them in a manner that differs from the explanations here.

There are eight sections in this manual:

Section 1, System Overview, provides general information about the hardware and software features of your Panasonic 5000 system.

Section 2, Operator Procedures, explains the standard workstation operations, on a key-by-key basis. The key explanations are organized in the order in which they are most frequently used.

Section 3, Applications, covers the basic steps you follow to register a transaction, from start to finish. It includes the procedures for opening, servicing, recalling, and paying a guest check.

Section 4, Manager Operations, covers the operations that are always performed in the MGR keylock mode. These operations include Manager Override, Daily (X1 Mode) Programs, Accounting functions such as R/A and Paid-Out, and Restaurant Reports.

Section 5, Manager Programs, describes the programs that are available at restaurant level, as well as the procedures you need to follow for the programs.

Section 6, Worksheets, provides worksheets you can use to plan your program changes. These worksheets are also a good source of information for the key sequences you will follow within each of the programs.

Within the procedural instructions, keys you press are indicated in UPPER CASE letters. Printed information, such as reports and receipts, and your screen data appears in a special typeface.

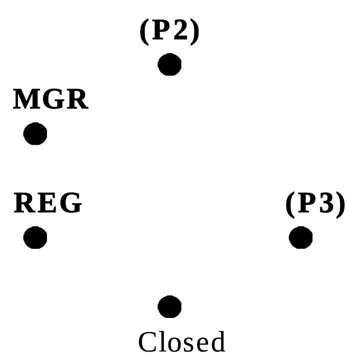
System Overview

This section describes some of the basic components of your 5000 System. It includes a feature summary overview, system specifications, keylock positions, keyboard, and workstation key overview.

Keylock

The 5000 Series has five keylock positions that determine the workstation operating mode. In normal daily operations, for example, you turn the keylock to REG Mode. For manager operations, you turn the keylock to MGR Mode. The keylock positions are accessed by three different keys: REG, MGR, and PRG. You must have access to the required key before you can turn to or from a particular position. The keylock positions and their range of access are described in the following chart.

Keylock Positions and Operations



Closed:	Off or Idle
REG:	Operating (Registration) Mode
MGR:	Reports (X1, Z1, and Period-to-Date)
	Training Mode
	Restaurant-level Programs (P1)
P2:	System Programs
P3:	Keyboard Program

Note: P2 and P3 Modes are not marked on the keylock.

Key Access

REG:	Closed ---▹ REG
MGR:	Closed ---▹ REG ---▹ MGR
PRG:	Closed ---▹ REG ---▹ MGR ---▹ P2 ---▹ P3

Keylock Positions

1) **Closed**
The Closed position places the workstation in an idle state, where you can remove the key. If the workstation is idle, the customer display shows a "Closed" message.

2) **REG (Registration) Mode**
Use this keylock position to register your customer transactions. After you turn to REG Mode, you can remove the key from keylock.

3) **MGR (Manager) Mode**
If you turn to MGR Mode within a customer transaction, you are in "manager override" mode. The screen is almost identical to the one you see in REG Mode. If you turn to MGR Mode outside of a transaction, a MGR Mode menu displays. This menu lists all options shown here.

X1 Mode
X1 Mode gives you a menu that allows you to select daily programs, accounting functions such as R/A and Paid-Out, and the X1 Reports. X1 reports allow you to take a reading of daily activity, without affecting or resetting the totals.

Training Mode
Training Mode lets you put the workstation in "practice" mode. New cashiers and servers can use this to get hands-on system experience, without affecting totals.

Z1 Mode
Z1 Mode lists all the reports you can reset on a daily basis, including System Close and System Open. All daily reports taken from this menu are reset to zero.

PTD (Period-to-Date) Reports
The 5000 Series System stores totals by period. Use this report period for a weekly or monthly account of your report totals. X2 report menus allow you to read the totals and Z2 menus allow you to reset the totals at the end of the period.

P1 (Programming 1) Mode
This menu gives you access to all of the restaurant-level programs and routines. It includes the Server, Cashier, PLU, Coupon, and Employee Programs.

IMPORTANT!

The P2 and P3 keylock positions contain the System Programs that your POS representative uses. Your application program can be damaged if you use these positions.

Screen Appearance

When you turn the keylock to REG Mode, the normal operating screen displays. Initially, this screen shows such basic information as time, level, and Receipt Stop status. When you log on your cashier and server numbers, the names are added to the bottom of the screen. Your menu item selections display to the left of the screen, as shown here.

```
1  NY STRIP          12.95      11:15 LVL1  REG
   *RARE*
1  SALAD              3.95
   -RANCH
1  TEA                1.50   #123
                              TAX         1.10
                              TOTL       19.50


DAVID
PAUL
```

Note: *This screen representation includes an order number (#123). If you use guest check tracking, the check number and previous balance display. Examples of both types of screens are provided in the Operator Procedures section.*

The "TOTL" line gives you a running subtotal of the items you have entered so far. When you finalize the transaction, the payment displays beneath the total.

Your screen holds up to six lines of menu items at one time. If you add more than six items, the system holds the first items off-screen so you can see the new entries. Items continue to scroll off the screen until your order is finished. To review an item you entered earlier, press the Cursor Up key until the item displays. You can use the Cursor Down key to move down through the entries, if necessary.

Screen Saver

To extend the life of the screen, the workstations include an option called Screen Saver. If you enable this option on your system, the display goes blank when it is idle for a set period of time. You can press any key on your keyboard to reactivate the display.

You can disable the Screen Saver if you prefer not to use it.

Workstation Specifications

Power Requirement:	AC, 120V ± 10%
Frequency:	60 Hz
Temperature:	0° C (32° F) - 40° C (104° F)
Humidity:	20% - 90% (non-condensing)
Dimensions:	approx. 198mm (H) x 395mm (W) x 495mm (D)
Weight:	approx. 9 Kg
Screen:	Backlit LCD
Paper Width:	44mm per roll (internal printer)

Note: Specifications are subject to change without notice.

Feature Summary

- Five separate keyboard layouts, each with 162 positions, simplify customized keyboard design.
- Five keylock positions determine the workstation operating mode, as well as the level of access.
- Soft security levels help control access to the programs and procedures listed on the menu screens.
- Cashiers, managers, and servers can log on with preset keys, code numbers, or by running an employee card through the optional magnetic card reader.
- Retained or Standard Guest Check Tracking maintains the customer's order and current balance.
- Person # Tracking separates items by person or seat to help simplify serving and separate check handling.
- Preset, Open, Coded, and Subtracting PLUs are available to expedite item registration.

- Four price levels for PLUs that can be set for daily or weekly specials or for set times of the day.
- If you are using the optional scale, Scale PLUs provide a simplified and more accurate means of registering weighed, "bulk" items.
- A complete review of the retained check balance and its items is possible at any point prior to payment.
- Compulsory Modifier Display lists all condiments or preparations instructions associated with the item.
- Menu Look-Up screens are available to eliminate the need for lengthy paper PLU lists.
- Twenty shift levels are available to specify sizing, preparation, or other special levels for the item.
- Staydown mode can be activated or changed with a single keystroke to simplify shift entries for special menu items.
- As many as 256 Class Match Codes help ensure that valid condiments or preparation instructions are entered with the selected menu item.
- Prioritized print and display options move the item to a preselected arrangement on the screen and customer receipt.
- Void search verifies item registration to increase the security of void entries.
- Previous Item Void, Last Item Void, All Void, and Delete functions help simplify and control error correction.
- Cursor Voids provide a simple and precise means of voiding items from the current or previous service transaction.
- Delete, with time entry updating, increases the accuracy of your time totals.
- Receipt Stop key allows you to prevent or enable the customer receipt by transaction.
- Coupon search helps ensure that appropriate coupons are entered for the coupon registered.
- Promo functions allow you to register an item free of charge for special complimentary orders.
- Drawer A or B assignment can be selected by cashier.

- Server numbers can be disabled to prevent usage of an off-shift employee number.
- Server and Check I.D. matching can be enabled to place guest check control under the responsibility of the employee who originally opens the check.
- Multi-step macros, with pause options for operator input, are available to simplify routine key sequences that normally require several keystrokes.
- Easy-to-use Drive-Thru handling provides configuration flexibility.
- Phone order capability allows customers to place their order prior to their arrival at the restaurant.
- Three tax tables, value-added tax rates, or tax rate percentages are available for sales tax calculations.
- Five Universal Percent Keys, with programmable rates, are available to handle your discounts and/or surcharges.
- Discounts can be applied to a single item, transaction subtotal, or a portion of the transaction, depending upon your system programming.
- The Check Print function allows you print a clear, concise account of the customer's order, which can be presented to the customer in lieu of a hard-copy guest check.
- Cash, Check, Gift Certificate Redemption, and up to ten Charge keys can be assigned to your keyboard to simplify transaction payment.
- Credit cards can be run through the optional magnetic card reader to expedite charge transactions and verify expiration date.
- Up to fifteen Currency Exchange keys are available to convert the transaction total from local to foreign currency.
- Speed Tendering keys are available in $1.00, $10.00, $20.00, and additional cash increments.
- Menu screens provide lists of available reports and prompts for required entries to help simplify procedures.
- A keystroke-initiated Alphanumeric Keyboard helps simplify description entries within your programs.
- System-wide and Individual workstation report selections give you report flexibility.

- Guest Check reports are available by range of check numbers, by server, and by table.
- A Back-up Guest Check File (in a designated workstation) provides file redundancy and helps protect against off-line situations.
- Current balances, cover count, table number, and the check origination timing are reported for open guest checks.
- Tandem command strings are available for customized reporting and downlining.
- Cashier, Media, Server, and Station Total Report formats can be customized to more closely match your report requirements.
- As many as 48 programmable ranges are available to provide sales activity by time interval.
- Destination and Profit Center activity is detailed by time period.
- Up to 48 programmable ranges are available to detail Product Mix group activity by time interval.
- Product Projection Reports reference a 28 day historical file to help you predict preparation requirements for a particular day and time.
- Product Comparison Reports compare today's sales with the previous four weeks sales to adjust preparation in response to current trends.
- System Open and System Close report options provide single-command options for consolidating and resetting daily totals.
- Time & Attendance Reports detail regular and overtime hours for up to 450 employees, with four shifts per employee per day, to help you control and monitor labor costs.
- Programmable daily and weekly overtime factors and paid break control allow the system to comply with your restaurant policy.
- Comprehensive inventory functions, including Actual Inventory, Receipts, Transfers, and Waste, help you control and manage valuable ingredients.
- Variance and Efficiency calculations and food cost percentages by ingredient, help you monitor restaurant food costs.
- Food Cost report provides cost information by menu item to help you evaluate item pricing.

- Self-Diagnostic tests are available to help you troubleshoot the workstation and its components.
- As many as 255 Cashiers and 99 Servers numbers are available for programming.
- Capacity to handle up to 900 Inventory Recipes and 500 Raw Ingredients.
- Programmable Guest Check file with the capacity to handle up to 16 Guests, and 99 items available per check.
- Self-Diagnostics tests allows you to check a particular workstation component or function.
- Allow designation of up to six destinations in system.
- System Receipt Printer allows shared print communications.
- Up to 20 Guest Checks can be linked for payment.
- Shared direct connect printer.
- Allow up to six color video workstations per system.
- Include Flash ROM capability.
- Special price PLU allows override of preset PLU.
- Build and store Calculation tables for custom report totals.
- Use the optional Magnetic Card Reader to activate Guest Checks.
- Color KVS capability to allow more obvious status reporting of PLUs, descriptors, and Product Mix on the CRT (6 channels per system).
- Include a Multi-day Polling Buffer.
- Contain LAN Manager functions for consolidation and reporting.
- Speed of Service Report from K.V.S.
- Time Activated macros.

System Options

- System Printers:
  * Up to 6 In-Line printers can be added per system for kitchen print needs.
  * Automatic Back-up is available to redirect system print.
  * System Receipt Printer allows shared print communications.
  * System allows one KVS card per system (6 CRTs can connect to the card).

- A Direct RS-232C Slip Printer can be added to support a hard-copy guest check.

- Direct RS-232C Printers are available for receipt and journal print handling.

- Kitchen Video System (KVS) is available with four operating mode options:
  * Park/Serve Mode
  * Park/Serve Split Screen
  * Remote CRT (RCRT) Mode
  * Kitchen Preparation Station (KPS)

- PC Polling is available via RS-232C.

- A Scale is available, via RS-232C, to give you improved control over bulk item registration.

- Coin Dispensers can be added, via RS-232C, to expedite change handling.

- Additional Cash Drawers can be added to support a two-drawer system.

- Magnetic Card Reader

Sample Guest Check

The 5000 System provides a clear, descriptive guest check that is easy for your customers to read. The sample check below shows the format of a typical transaction. The format and wording used for your restaurant may differ slightly from this example.

```
                  PANASONIC 5000
                TABLE SERVICE SYSTEM            Programmable
                                                  Logo
  Check #---  GCK#123
 # Guests---      #GST 2       TABL 5         ---Table #
   Server---      DAVID        SRVR 11        ---Server #

                1 NY STRIP      12.95
                  *RARE*
                1 BAKE POT       2.00           Items & Prices
                1 SCAMPI        11.50
                1 SALAD          3.95
                  *HOUSE*

              -----------------------         ---Tax Total
                  TAX            1.82         ---Current Balance
                  TOTL          32.22
```

```
  Check #---  GCK #123
 # Guests---      #GST 2      TABL 5          ---Table #
   Server---      DAVID       SRVR 11
                1 NY STRIP      12.95
                  *RARE*
                1 BAKE POT       2.00           Recap of Items
                1 SCAMPI        11.50              ordered
                1 SALAD          3.95           (optional)
                  *HOUSE*
                          CKPD  30.40         ---Check Paid Total
              ------------------------        ---Tax
                  TAX            1.82         ---Total
                  TOTL          32.22         ---Charge Tip
                  TIP            5.00         ---Payment Tendered
                  AMEX          37.22
```

Note: The Balance and Check Paid totals include sales tax, where applicable. Final tax is calculated at Check Print and at Check Paid.

Workstation Keys

The 5000 System keyboard has 162 key positions. The four positions in the upper right corner (RCPT FEED, JRNL FEED, CURSOR UP, and CURSOR DOWN) are fixed keys; you cannot change them. The remaining positions are fully programmable.

Most of these positions contain your menu items, their associated condiments, and preparation instructions. The numeric keys (0-9) are assigned in the positions most convenient for your operations. Additional key positions are programmed with the function keys needed to register transactions from start to finish. Descriptions for some of the most commonly-used workstation keys are provided below and on the next several pages.

@

Use the @ key for item multiplication. You can use it, for example, whenever there are more than two like coded or open entries within a transaction.

ALL VOID

The ALL VOID key cancels all of the items you have entered within the current transaction.

In guest check operations, it cancels all items entered within the Service, Check Print, or Check Paid transaction. You can also use it to escape from a check you may accidentally have accessed.

BREAK

Use the BREAK key when you clock out at the beginning of a paid break. If your breaks are not paid, you may use the Clock Out key (instead of the Break key) when you leave for a break.

CASH

Use the CASH key to close a transaction when the customer uses cash for payment. Within the program and report menus, CASH allows you to advance from one screen to the next. You also use it to escape from any of the programs or routines.

$5

The $5 Speed Tendering key closes a transaction for which a five dollar bill is tendered as payment. Additional speed-tendering keys are available ($1, $20, $50, etc.).

CSHR

Use the CSHR key for cashier and manager log-on. This key allows you to enter the cashier number at the beginning of a shift or transaction. Managers can use this key to log-on for manager override operations.

You also use the CSHR key to input some of your menu selections within the report and program menus.

CHRG TIP

Use CHARGE TIP to register tips that are applied to a credit card total. This key must be followed by a charge key (VISA, M/C, AMEX, etc.).

CHRG #

CHARGE # is a Charge Look-up key. If you are not using the Magnetic Card Reader for your charge transactions, you can use it to display the list of the credit cards you accept, with their associated look-up numbers. If you are using the Card Reader, you may need to use this key if the credit card is too worn to be read.

Your keyboard can also be programmed with individual keys for each of the credit card you accept (Visa, MasterCard, Amex, Discover, etc.).

CHECK

Use the CHECK key to close a transaction for which a personal check is tendered as payment.

CHECK #

You can use the CHECK # key to recall an open guest check. After you recall the check with this key, you can add new items or make any other necessary adjustments. Other commonly-used terms for this function are Check Recall, PB, and Table # (if table numbers represent your check numbers).

In some applications, you can press the CHECK # key (without a check number) to open a New Check.

CHECK PAID

CHECK PAID allows you to recall a guest check for payment. Within guest check transactions, you cannot use any of the payment keys until you press the CHECK PAID key.

CHECK PRINT

If you are using a soft-check system, you can use the CHECK PRINT key to get a complete, concise account of the customer transaction. This soft check can then be presented to the customer for payment.

CLEAR

Use the CLEAR key to free the workstation from an error condition. It also allows you to erase numeric data that has not yet been registered. If, for example, you accidentally press the number '2', you can press Clear to erase it from the screen.

CLOCK IN

Use the CLOCK IN key when you clock in at the beginning of a day or when you return from a break. Your clock-ins can be set to require a job code entry. If you use a magnetic card reader for clock-in, press this key just prior to running your employee card through the reader.

CLOCK OUT

Use the CLOCK OUT key to clock out at the end of a shift or day. If your breaks are not compensated, you can also use this key when you leave for a break. If breaks are paid, you must use the BREAK key to clock out at the beginning of a break.

CONT

The CONT (Continue) key automatically services, then recalls a guest check balance to simplify check print or payment. It also immediately sends the items you have entered to the kitchen printers or videos.

CPN

This key registers the coupon that has been programmed to work with the item you enter. After it verifies the coupon eligibility, this key registers a preset amount or may ask for an amount entry, depending upon your application program.

CURR EXCH

This key converts the current transaction total to a foreign rate of exchange. Your system can be programmed with as many as fifteen currency exchange rates. You can also use a Currency # key to look-up the available exchange rates.

Cursor Up

This key is a fixed key (you cannot change its location). You can use it to move the cursor up, one line at a time. Use CURSOR UP to view additional listings on a screen or, in REG Mode, to highlight the exact item you wish to void.

Cursor Down

CURSOR DOWN is also a fixed key. You can use it to move the screen cursor down, one line at a time.

Delete

You can use the DELETE key to void an item from a previous cash (non-guest check) transaction. Time tracing can be enabled for this key to help you update the appropriate time report totals.

DISC SBTL

DISC SBTL is the Discount Subtotal key. This key displays the discountable amount of the transaction total. Press it before a discount to separate the discountable items from the non-discountable items.

DRIVE THRU

The DRIVE-THRU key directs your transaction total to the Drive-Thru destination. This designation is noted on your screen, customer receipt, kitchen printers, and kitchen videos.

D/T PAID

The D/T PAID (Drive-Thru Check Paid) key recalls the balance of the oldest (lowest-numbered) guest check in the open check file. When you use this key to recall a check for payment, you need not enter a check number.

EAT IN

Use this key to denote an Eat-in order on the Receipt, Journal, and System Printers, as well as the optional Kitchen Video System. It also directs the transaction total to the Eat-in destination.

ERR CORR

Use the ERR CORR (Error Correct) key, within a transaction, to void the last item you entered. This key can only be used to void the last item.

In many applications, this function is combined under the VOID key.

GIFT RDM

Use the GIFT RDM (Gift Certificate Redeemed) key when the customer tenders a portion of the transaction with a gift certificate. This key may be programmed with a preset amount or may require an amount entry, depending upon your program.

GIFT SOLD

The GIFT SOLD (Gift Certificate Sold) key registers the sale of a gift certificate coupon. Three GIFT SOLD keys are available. They may be programmed with a preset amount or, if your restaurant offers gift certificates in varying increments, may be programmed to require an amount entry.

 # GUEST

The # GUESTS or # COVERS key denotes the number of customers that are represented for an order, table, or guest check. This entry can be required for each transaction, depending upon your program.

JRNL FEED

The JOURNAL FEED key advances the paper in your workstation or system journal printer. Each depression of this key advances the journal tape one line.

LCD

The LCD (Liquid Crystal Display) key adjusts the brightness of your operator display. Press it until the screen displays the desired brightness.

MACRO

Macro commands are sequences of prerecorded keystrokes, which can simplify routine entries. You can replay a macro with a preset key or a macro code number, depending upon your program design.

If your application uses an individual, preset macro key for each command, your macro keys will be labeled to suit their operation.

MENU #

Use the MENU # key to select the keyboard level you are using for operations. Your workstation can be programmed with as many as five keyboard layouts.

MENU LK-UP

MENU LOOK-UP displays an on-screen list of menu items, with their associated code numbers. Within many of the program screens, you can also use this key to display the options associated with status lines.

NEW CHECK

The NEW CHECK key opens a guest check with a previous balance of zero. This key may ask you to enter a check number, generate its own check numbers, or allow you to use the Magnetic Card Reader to open new guest checks as defined by your application program.

NO SALE

You can use the NO SALE key to open your cash drawer, where applicable, outside of a transaction. For increased keyboard efficiency, this function may also be triggered by the CASH or # keys.

NO TAX

The NO TAX key strips all taxes from the current transaction. This key should be pressed prior to the payment key, when the check or transaction is paid.

#

Use the # to enter an account or reference number. If your Magnetic Card Reader cannot read the account number on a worn credit card, you can use this key to manually input the number.

PAID OUT

Use PAID OUT, outside of a transaction, to decrease your cash total. You can use this key, for example, when the amount of money in the drawer exceeds the programmed limit. This function may be called "Pick-Up".

PHONE ORDER

Use the PHONE ORDER key to open a new check with a zero balance. When you press this key the system prompts you to enter a 7-digit number.

PRSN #

Use the PERSON # key to separate the items ordered by person. This allows you to print or pay the guest check balance by person. If enabled, you may instead use this key to note the guest's seat number.

PLU

Use the PLU key for coded Price Look-Up (PLU) items. After you enter the PLU code number, press this key to register the item. You also use this key within the report screens to access an item by its PLU number.

PLU SHIFT

PLU Shift keys are used to modify your menu items, often by size or preparation requirement. These keys are labelled to match their use within your restaurant. "Small", "Medium", and "Large" are examples of commonly-used shift keys.

PROMO

Press PROMO before an item to change the item price to zero within a transaction. This key allows you to register an item free-of-charge.

R/A

Use the R/A key to perform received-on-account functions. Entries with this key increase the amount of cash in the drawer (e.g., for an initial bank) without registering a transaction.

RCPT ISSUE

RECEIPT ISSUE triggers a receipt, upon request. This key is most often used in situations where the receipt is normally turned off. Press this key at the end of a transaction to generate a receipt for the order just finalized.

RCPT FEED	RECEIPT FEED advances the paper in the workstation receipt printer or the system receipt printer, where applicable. Each time you press this key, you advance the paper one line.
RCPT STOP	The RECEIPT STOP key toggles the customer receipt on and off. (An "RS" message at the bottom of the screen indicates that the receipt is stopped). This key affects print at the workstation or system receipt printer. Certain functions, such as Check Print and Check Paid, can be programmed to ignore the Receipt Stop status.
RTRN	Use the RETURN key to remove a previously serviced item from a customer guest check. If check tracking is not used, return can be used to issue a refund for a transaction that has already been finalized.
SVR	Use the SERVER key to log on a server at the beginning of a transaction or shift. Your system can be programmed with individual server keys or a coded server key, as needed.
SVC	This key creates an interim total or balance, which you can later recall for additions, deletions, print, or payment. Two SERVICE keys are available.
SBTL	The SBTL (Subtotal) key displays the transaction total, including any applicable sales tax, at any point in the transaction. This key is also used for many programming sequences.
TABLE #	Use the TABLE # to note the number of the table associated with the guest check you are opening.
TAKE OUT	Use the TAKE-OUT key to denote a Take-Out order on the customer receipt, Journal, or System Printer. This key also directs the transaction total to the Take-Out destination on the Time Report.
TAX SHIFT	TAX SHIFT reverses the programmed tax status of the item it precedes. Your system may be programmed with as many as three tax shift keys, labeled to match the tax table they are affecting.

UNIV %

UNIV % is one of the universal percentage keys. This key may be programmed with a preset percentage, or may require operator-specified percentages. Five Universal % keys are available to handle your Discounts or Surcharges. They will be labelled to match their function on your system (for example, EMPL MEAL, 10% DISC, DISC, SR.CIT. DISC, etc.).

VOID

Use the VOID key for Previous Item Voids. VOID cannot be used outside of a transaction; however, in guest check transactions, manager-controlled voids of items registered in previous service transactions may be allowed.

SPCL PRICE

Use the SPECIAL PRICE key to enter an open amount to a preset PLU.

Operator Procedures

Overview

The procedures in this section are normally available to everyone who operates the Panasonic 5000 Series workstations. This includes cashiers, servers, bartenders, supervisors, and everyone who registers customer transactions.

All of the procedures in this section are performed with the keylock in REG Mode, unless otherwise noted. Most procedures involve a particular key on your workstation keyboard. At times, you must enter a number (price, amount, etc.) before you press a key. In the procedure descriptions, numeric entries are indicated with brackets ([ ]). Keys normally included on your keyboard are indicated in boxes, as shown in the example below.

[table #] **TABLE #**

In this example, the brackets indicate that you use the number keys to enter the table number. After you enter the number, press the TABLE # key to register your entry. Within the descriptions, references to keys you press are indicated by UPPER CASE type.

Cashier Log-On & Log-Off

One of the first steps involved in operating your workstation is to log, or enter, a cashier. Your system may be set up so that the cashiers log on only at the beginning of the day, or it may prompt for cashier log-on at the beginning of each transaction.

There are three different ways to log onto the workstation. You may have an individual key for each cashier. You may use code numbers to log on. Or, if you are using the Magnetic Card Reader, you may use an employee card for log-on. Refer to the procedure that has been selected for your restaurant.

Individual Cashier Keys

If your workstation keyboard has a separate key for each cashier, you can log on by simply pressing the appropriate cashier key. If "Call Manager" or a similar message displays when you attempt to log on, you must turn (or ask the manager to turn) the keylock to MGR Mode before you press the cashier key.

DAVE

```
                                   11:15 LVL1  REG






 DAVE
```

The cashier name appears here after log-on.

Coded Cashier Numbers

In many restaurants, cashiers log on with a code number. This log-on method saves space on your keyboard and provides additional security. If you use this procedure, each cashier is given a number, which is also programmed into the system. The number can be one to seven digits. To log on, press the CSHR key, enter your cashier number, then press CSHR again.

If "Call Manager" or a similar message displays, a manager must log on for you.

CSHR **[cashier #]** CSHR

Employee Card Log-On

If you use the Magnetic Card Reader for log-on, each employee is issued an employee card, which has an encoded number. When you are ready to log on, press the CSHR key. Then run (or "swipe") your employee card through the reader.

CSHR **[swipe card]**

Cashier Log-Off

Log-off is not usually required. If a new cashier will operate this workstation, simply log on the new cashier. If, no one will operate the workstation after you leave, or if you are leaving the workstation for a period of time, you log-off with the following procedure:

Press the CSHR key. Enter zero (0). Press the CSHR key again.

CSHR 0 CSHR

Server Log-On & Log-Off

The 5000 Series tracks the sales activity of each server who operates the system. In most instances, servers identify themselves at the beginning of each transaction. It is, however, possible to have the server number stay in the system until you log it off.

There are four different ways to log a server number. Your system may be set up with individual keys for each server. You may log on with a server code, or you may log on with a secret code number. If you are using the Magnetic Card Reader, you may log on with an employee card. Refer to the procedure that has been selected for your restaurant.

Individual Server Keys

If your keyboard includes a separate key for each server, you simply press your server key to log on.

SAM

```
                                  11:15 LVL1  REG






SAM
DAVE
```

The server appears above the cashier after log-on.

Coded Server Numbers

To save keyboard space and provide additional security, your system can be set up to use server code numbers. With this log-on method, each server is assigned a code number. If you are using server code numbers, enter your number, then press the SERVER key.

[server #] **SVR**

Secret Server Numbers

For maximum security, servers can be assigned a secret server number that does not display or print. This number can be one to seven digits long. If your system has been set up for this type of log-on, press the SERVER key, enter your secret server number, then press SERVER again.

SVR **[server #]** SVR

Employee Card Log-On

If you use the magnetic card reader for log-on, each server is issued an employee card. To log-on, you press the SERVER key. Then run (or "swipe") your card through the reader.

SVR **[swipe card]**

Server Log-Off

In many applications, the server number automatically logs off after each transaction. If so, you need not use the server log-off procedure.

If your number stays on the system until you leave, you must log off at the end of your shift. This helps prevent others from using your number while you are away. The procedure you use for log-off depends upon the procedure you use for log-on.

If you are using individual server keys or coded server numbers, enter zero (0) and press SERVER to log off of the workstation.

0 SVR

If you are using secret server numbers or an employee card for log-on, press the SERVER key. Enter zero (0), then press SERVER again to log off of the workstation.

SVR 0 SVR

Destination Keys

Your workstation can be programmed with as many as six destination keys, which record and note the final destination of the order. Eat-in, Take-Out, and Drive Thru are two commonly-used destination keys.

If you need to specify a destination for the order you are entering, press the appropriate key. The system automatically calculates any special taxes for the destination.

EAT IN

-or-

TAKE OUT

-or-

DRIVE THRU

```
                                  11:15 LVL1 REG
                                 #003     EAT IN



SAM
DAVE
```

The Destination you selected displays below the REG Mode message

Table

At the beginning of a transaction, your system may prompt you to enter a Table number. This number is noted on your receipt or guest check to help expediters send the order to the appropriate table. It can also help the kitchen determine the priority of the items ordered.

Enter the number of the table and press the TABLE # key.

[table #] **TABLE #**

```
                                        11:15 LVL1  REG
                                        TABL 2
                                      #003       EAT IN





SAM
DAVE
```

Your entry appears above the Check or Order #.

Note: The Table # entry described here applies specifically to a notation of the table number. In a check tracking environment, you may use the table number to open a customer guest check. This last type of table number entry is described in the Applications Section of this manual.

Cover Count

The # GUEST or # COVERS key records the number of customers represented on an order. Your program may require a count entry. If the entry is required, and you forget it, an "Enter # of Guests" or similar message displays.

To record the count, enter the number of guests and press the # GUEST key.

[# of guests] # GUESTS

Your entry displays beside the table number, as shown below.

```
                                    11:15 LVL1  REG
                                    TABLE2     #GST2
                                    #003       EAT IN





   SAM
   DAVE
```

Your entry displays beside the Table number.

Note: *If your entry is too low, or if additional guests join the party before the transaction is finalized, you can increase the guest count. Enter the new number of guests and press the # GUEST key. If, for example, you start the check with two guests, and two more guests join them, enter '4' and press the # GUESTS key.*

Person

You can use the Person # key to separate items by person. This entry can help expediters serve the order to the appropriate person. Or, in a guest check tracking environment, it can allow you to separate the check total for each person in the party. This entry can be optional or required, depending upon your programming.

To record the person number, enter the person number and press PERSON #. Enter the items associated with this person. Enter the next person #, press PERSON #, then enter the items associated with this person.

[person #] **PERSON #** **[items]** . . .

The person number displays above the items, as shown below.

```
PRSN 1                                    11:15 LVL1  REG
 1 TOSS SAL       3.15                    TABLE  #GST2
                                          #003

                                          TAX    .19
                                          TOTL  3.34




  SAM
  DAVE
```

Note: Your entry is limited by the number of guests you enter. If your system is set for true person numbering, and you enter '2' for the number of guests, you can only enter Person #1 and Person #2. If your system is set for "seat numbering", and you enter '2' for the number of guests, you can use any two numbers.

If your entry is too low, or if additional guests join the party before the transaction is finalized, you can increase the count (so you can increase the person numbers). Enter the new number of guests and press the # GUEST key.

PLU Menu Items

Most of your keyboard consists of keys you use to register your menu items. These keys are referred to as Price Look-Ups (PLUs). There are four basic types of PLUs: Preset, Coded, Open, and Scale. Refer to the procedure for the type of PLU you are registering.

Preset PLUs

Most of the PLUs on your keyboard are Preset PLUs. Preset PLUs are programmed with the price, tax, and all additional information associated with the menu item. They are labelled with the name of the item they represent. To register this type of item, you simply press the appropriate menu item key.

NY STRIP

The screen displays the item you selected. Tax and Total lines are also updated.

```
PRSN 1                                   11:15 LVL1  REG
1 NY STRIP            8.95               TABLE     #GST2
                                       #003       EAT IN


                                               TAX      .45
                                               TOTL    9.40




 SAM
 DAVE
```

Preset PLU Multiplication

To register more than one of the same Preset PLU item, use the multiplication feature to simplify the entry.

Enter the number (quantity) of like items you are registering, then press the item. For example, if you enter '4 NY STRIP', you register four NY Strips.

[quantity] **NY STRIP**

Coded PLUs

Some of your menu items are accessed with a code number. This type of item is called a Coded PLU. Coded PLUs are often used if your restaurant menu is too large to fit onto the keyboard or if you use numbers to identify your menu items.

To register a coded PLU item, enter the number of PLU item and press PLU.

[PLU #] **PLU**

Your screen displays the item you selected. In most instances, the code number does not display with your entry. Your program can be set to display the number, if necessary.

```
1 SPEC #1        8.35                 11:15 LVL1  REG
                                      TABLE     #GST2
                                      #003

                                      TAX          .40
                                      TOTL        8.75


 SAM
 DAVE
```

Coded PLU Multiplication

To register more than one of the same item, you can use the multiplication feature to simplify your entries. First, enter the quantity of like items you are registering.
Press the @ key. Enter the number of the Coded PLU, then press PLU.

[quantity] **@** **[PLU #]** **PLU**

Open PLUs

At times, you need to enter a price for an item not programmed in your system. Your keyboard may have Open PLU keys to help handle this type of item. Open PLUs allow you to register a miscellaneous item or service price.

Enter the price of the item or service, then press the appropriate Open PLU key. Your Open PLU keys are labelled to match the type of entry (for example, "Misc Food", "Misc Bar", etc.).

[price] **MISC FOOD**

Note: *If a "HALO" (High Amount Lock-Out) error message displays, you have attempted to enter an amount too high for this key. The high amount limit is set in your program.*

```
1 MISC          2.50                11:15 LVL1  REG
                                    TABLE  #GST2
                                    #003



                                    TAX           .25
                                    TOTL         2.75

 SAM
 DAVE
```

Open PLU Multiplication

You can use the multiplication feature to register a quantity of the same item. First, enter the quantity you need to register. Press the @ key. Enter the unit price, then press the Open PLU key. (In the example, the Open PLU key is labelled "MISC".)

[quantity] **@** **[price]** **MISC**

Scale PLUs

Some of your menu items may be registered by the pound or kilogram, rather than by unit. For example, you may have a salad bar priced by the pound. Or, your restaurant may sell bulk candy by the pound. If your restaurant offers any type of "bulk" item, it can be set up to accept a scale entry. This type of PLU is called a Scale PLU and the cost is determined by weight. Scale PLUs can be open or preset, depending upon programming. Refer to the explanation for the type of item you are registering.

Open Scale PLU

For some scale items, the price per pound or kilogram may vary. For example, you may have several different types of candy that are sold by the pound. The price varies from one type to another. After you place the candy on the scale, you specify its base price to complete entry.

For open scale PLUs, place the item on the scale. When the scale has settled, press SCALE. The weight displays at the lower right corner of the screen. Enter the base price (the price per pound or kilogram) of the item and press the open PLU key. In the following example, "Candy" is the open PLU key.

[place item on scale] SCALE **[price]** CANDY

The screen displays the item. Its cost is based on the weight multiplied by the unit price you enter.

```
 5.25LB @                          11:15 LVL1  REG
CANDY          3.95                TABLE  #GST2
                                         #003



                                         TAX      .11
                                         TOTL    2.34

SAM
DAVE
```

Preset Scale PLU

Scale items with consistent pricing can be programmed with a preset price. If, for example, you sell salad bar items by the pound (and the price is $1.60/lb. regardless of the salad selections), you can have a preset Salad Bar key. To register the item, the system multiplies the item weight by the preset price. Use the following procedure for Scale PLUs with preset prices.

Place the item on the scale. When the weight has settled, press SCALE. Then press the Preset PLU key. In the following example, the Salad Bar key is a preset Scale PLU.

[place item on scale] **SCALE** **SALAD BAR**

Note: If the scale has not settled when you press the Preset PLU key, you see an error message. This is because the workstation cannot get a reading of the weight it must use to determine the item cost. Make sure the scale weight has settled before you press the Preset PLU key.

The item price is based on the weight and the preset price per pound.

```
1 SALAD          3.47                     11:15 LVL1  REG
                                          TABLE    #GST2
                                        #003


                                          TAX        .13
                                          TOTL      3.60

 SAM
 DAVE
```

Special Price PLU

At times, a special price can be entered into a preset PLU. This is only allowed on selected PLUs. Enter the new amount, and press the SPECIAL PRICE key. Then press the preset PLU.

[amount] **SPCL PRICE** **PLU**

Tare Weight

If your scale item is placed in a box or container, you must deduct the container weight from the overall item weight. This weight deduction is referred to as "tare weight".

To simplify operations, tare weights can be built into the Scale PLU. "Automatic Tare" is possible when an item consistently uses the same packaging. If, for example, bulk salad is always placed in a container that weighs 1 ounce, the 1 ounce tare weight can automatically be deducted from the total salad weight. Or, if bulk pasta is always placed in a 2-ounce container, the 2 ounces can automatically be deducted from the pasta weight.

If the tare weight is built into the item, use the normal procedures to register your scale item. The tare is automatically subtracted from the item weight, and the customer pays only for the net weight of the item.

If, however, the bulk item is placed in a variety of containers, you must manually enter a tare weight. This is true, for example, if you do not have a "Salad Bowl" key and a "Salad Plate" key, but rather have a single "Salad" key. The system cannot automatically deduct a tare weight, because the customer may place salad on a plate that weighs 1 oz. or in a bowl that weighs 1.5 oz. Use the following procedure to manually enter a tare weight.

Note: If you normally use automatic tares, and the customer uses an atypical container with his selection, you can also use the following procedure to manually enter the alternate tare weight.

Tare Weight for Preset Scale PLU

Place the item on the scale. Enter the tare table number and press the SCALE key. Then press the Preset Scale Item. In the following example, bulk salad is placed on a bowl that weighs 1.6 ounces (1.6 oz = .1 lb.). "Salad" is the Preset Scale PLU, and tare weight table number 1 is set for .1 lb..

[place item on scale] | 1 | SCALE | SALAD

Suggestion: To simplify tare weight entries, you may pre-weigh all of your containers and note their weight.

Place the item on the scale. Enter the number of the tare table and press SCALE. Enter the base price (the price per pound or kilogram) of the item. Then, press the Open Scale PLU key.

[item on scale] | 2 | SCALE | **[price]** | CANDY

Scale (Decimal) Multiplication

The 5000 system permits decimal quantity multiplication. This feature is only available if the scale functions are enabled for your system, and the scale is not connected to the workstation. Use the following procedures to enter a decimal quantity.

Enter the weight of the item. Press the Preset PLU key. In the following example, the weight is 1.5 lbs. and "Nuts" is the Preset PLU key.

SCALE | 1 | . | 5 | @ | NUTS

OR

If the PLU key is open, enter the weight and press @. Enter the unit price of the item and press the Open PLU key. In the following example, the weight is 2.5 lbs. The Open PLU key is "Candy".

SCALE | 2 | . | 5 | @ | **[price]** | CANDY

PLU Shift Keys

Some of your menu items need extra information before they can be registered. You may, for example, need to specify a size for a beverage item. In some instances, you can press the key by itself to register the size most-often ordered. If you specify a size, this same key adjusts to the size you selected. Keys used to enter this extra information are called "Shift" keys. Shift keys not only change the item description; they adjust the price.

You can usually enter shift keys in the order most logical for the item (either before or after the item). Some items can be programmed to require two shift keys. Refer to the necessary procedure.

Single Shift Before the Item

Shift keys describing size are usually pressed before the item. Some examples would include "Small" Juice or "Large" Juice. Press the appropriate shift key, then press the item.

SMALL **JUICE**

The Shift key adjusts the pricing and description of the item, as shown below.

```
1 SM JUICE        .85              11:15 LVL1  REG
                                   TABLE     #GST2
                                    #003



                                      TAX        .04
                                      TOTL       .89

  SAM
  DAVE
```

Note: To register multiple quantities of the same item, you can use the multiplication feature. Enter the quantity you must register. Press the appropriate shift key, then press the item.

Single Shift After the Item

In some cases, it makes more sense to enter the shift key after the item. If your item requires a shift key, the screen holds the item until you press a shift key. If you forget to enter the shift, the screen displays "Enter Shift" or a similar message.

Press the item key, then press the appropriate shift key. In the following example, "Salad Bar" is the item. Its pricing depends upon whether the salad bar is ordered with a meal or as an entree. The "With Meal" key is a shift key.

SALAD BAR **W/ MEAL**

Note: You can also use the multiplication feature with a shifted item. To enter multiple quantities of the same item, enter the quantity ordered. Next enter the item and its appropriate Shift key.

Double Shift

Some of your menu items can require two shift keys. If a "double shift" is required, the screen holds the item until you press both shift keys. You can usually enter the shifts in any order. If an "Enter Shift" or similar message displays, you did not register the two required shift keys.

Press the item key and the two shift keys that apply to this item, as shown in the following examples. In these examples, "LARGE" and "CHEESE" are Shift keys, and "PAN PIZZA" is the item.

1)	**LRG**	**PAN PIZZA**	**CHEZ**
2)	**LARGE**	**CHEZ**	**PAN PIZZA**
3)	**CHEZ**	**PAN PIZZA**	**LARGE**

All of these sequences register the same item: a Large Cheese Pan Pizza.

Preparation Instructions

Some of your menu items can be programmed to require a preparation instruction. These instructions give the kitchen additional information about the preparation or temperature of the item. At times, preparations are optional entries, and you only need to enter them when the customer has a special request. If, however, the kitchen needs this information every time the item is entered, the item can be programmed to require an entry.

Optional Preparation Instructions

If the item does not require a preparation, but the customer asks for a special order, use the following procedure to enter the selection. Press the item ordered. Press the requested preparation. In the following example, "Plain" is a preparation instruction.

TOAST **PLAIN**

Required Preparation Instructions

Some items always need a preparation entry. When you enter this type of item, the screen prompts you to enter the preparation. It may also display a list of possible selections.

1. Enter the item requiring a preparation instruction. If a list of choices displays, as shown on the screen below, go to Step 2. If a list does not display, go to Step 3.

NY STRIP

```
 *RARE          11              11:15 LVL1  REG
 *M-RARE        12              TABLE  #GST2
 *MEDIUM        13              #003
 *M-WELL        14
 *WELL          15

                                      TAX        .45
                                      TOTL      9.40

SAM
DAVE
```

2. Select a preparation instruction from the displayed list. To make a selection, you only need to enter the 2-digit number listed to the left of the displayed preparation. These steps would select "Rare" from the sample screen listing.

1 **1** *(selects "Rare")*

Note: If you select an item from the screen listing, you do not need to continue to Step 3.

3. If your screen does not list your selections, locate the preparation you need. If the preparation is listed on your keyboard, press the preparation you need. If your selection is a coded PLU, enter its PLU number and press the PLU key.

RARE -or- **[PLU #]** **PLU**

Your selection displays immediately below the item to which it was applied.

```
1 NY STRIP        8.95                       11:15 LVL1  REG
  *RARE                                      TABLE  #GST2
                                             #003



                                             TAX         .45
                                             TOTL       9.40

 SAM
 DAVE
```

Condiments

Condiments are similar to preparation instructions. You can enter them to send a special description to the kitchen. Most often, condiments are optional entries and you enter them only when requested. But, some items may be programmed to require a condiment entry.

Your system may also use class codes to help "match" items to condiments. These class codes help prevent you from entering an invalid condiment, such as mustard with ice cream. If the condiment does not match the item, a "Mismatch" message displays and your entry is not allowed.

Optional Condiments

If the item ordered does not require a condiment, use this procedure to enter the selection.

1. Press the item ordered.

2. Press the requested condiment(s).

   CHEZ BURG **MUST** **ONION**

Required Condiments

Some items always require a condiment or side dish entry. These items prompt you to make a selection. You may get a one-line message if you forget to enter a condiment. Or your screen may instead display a list of valid condiments whenever you press the item.

1. Enter the item. If a list of condiment selections (as shown in the example on the next page) displays, go to Step 2. If your screen does not display a list of condiments, go to Step 3.

   HOUSE SALAD

   If it has been enabled in your program, your screen displays a list of condiments associated with your selection.

```
      RANCH          11                    11:15 LVL1  REG
      FRENCH         12                    TABLE    #GST2
      OIL &V         13                 #003
      HOUSE          14
      LITE           15

                                                TAX         .45
                                                TOTL       9.40

   SAM
   DAVE
```

2. Select one of the condiments listed on your screen by entering the 2-digit number listed to the left of the condiment. These steps would select "Ranch" from the screen list shown.

1 **1** *(selects "Ranch")*

Note: If Flag 188 = 1 to activate the staydown mode, the list of condiments continues to display until you select another item, press the CLEAR key or finalize the transaction.

3. If the screen does not list your selections, locate the condiment you need. If it is listed on your keyboard, press the appropriate condiment key. If your selection is a coded PLU, enter its PLU number and press the PLU key.

RANCH -or- **[PLU #]** **PLU**

Error Correction

Your keyboard can include a number of keys for error correction, but each has a specific function. Some are only available within a transaction; some are available only outside of a transaction. The types of voids available include: Clear, Error Correct, Void, Cursor Void, All Void, and Delete. Refer to the description for the type of void you must perform.

Clear

The CLEAR key erases an incorrect entry not yet printed or displayed. If, for example, you press a wrong quantity, you can press CLEAR and start again. The CLEAR key also frees your workstation from an error condition. Use it to erase an error message.

To clear an error message or numeric entry, press CLEAR.

CLEAR

Error Correct (Last Item Void)

To erase the last item you entered, you can use the Error Correct procedure. This procedure only works for your last entry. If you have an ERROR CORRECT key on your keyboard, use it for last item voids. If you do not have an ERROR CORRECT key, you can use VOID for last item voids.

To perform a last item void, press ERROR CORRECT or VOID. Your last entry is removed from the screen.

ERROR CORR or **VOID**

Previous Item Voids

You can use the VOID key to erase any item you entered within the current transaction. Voids are not allowed after the transaction has been paid. The steps you use to Void depend on the type of item you are voiding. Some examples are provided on the next page.

Generally, to void an item, you first press CLEAR. Press VOID, then re-enter the item with the same sequence you originally used. Examples of Previous Item Void with various types of items are provided next.

Preset PLU:	CLEAR	VOID	NY STRIP		
Coded PLU:	CLEAR	VOID	1	1	PLU
Open PLU:	CLEAR	VOID	9	5	MISC FOOD
Shifted PLU:	CLEAR	VOID	SMALL	TEA	
Double Shift:	CLEAR	VOID	LARGE	CHEZ	PAN PIZZA

Note: When you void an item that was originally registered with condiments or preparation instructions, its associated condiments and preparation instructions are also voided.

Cursor Voids

If you have entered more than one of the same item, the Previous Item Void procedure voids the last entry shown on your screen. To simplify voiding under these conditions, you can use the cursor keys to move to the item you want to void.

In the screen example on the next page, two like items were registered with different preparation instructions: "NY Strip, Rare" and "NY Strip, Well". If you use the Previous Item Void procedure, the well-done NY Strip will be voided. To erase the first (Rare) NY Strip, you can use the Cursor Void procedure described next.

```
1 NY STRIP        8.95             11:15 LVL1  REG
  *RARE                            TABLE  #GST2
1 NY STRIP        8.95             #003
  *WELL


                                   TAX      .90
                                   TOTL   18.80


 SAM
 DAVE
```

Use the cursor keys (↑, ↓) to place the cursor (■) beside the item you want to void. Press the VOID key. These steps void the Rare NY Strip from the example shown here.

↓ **VOID**

Note: If you position the cursor beside the preparation instruction ("Rare"), the system displays an error message when you press VOID. You cannot void a preparation separately. It must be voided along with the item.

All Void/Cancel

The All Void procedure cancels all items and information you have entered within a transaction. This procedure may be programmed to require a manager.

To cancel your current transaction press ALL VOID or CANCEL.

ALL VOID

Note: In a check tracking system, you can use All Void to escape from a guest check. If, for example, you enter items on the wrong check, you can press ALL VOID to escape and start over. All Void cancels the last entries, so you can re-enter them on the correct guest check.

Delete

Delete allows you to void an item after the transaction is paid. When you press DELETE, your workstation is placed in a "void" mode. Everything entered after this point, and until you pay the transaction, is subtracted from the totals. Your DELETE key may prompt you to enter the time the error occurred. This entry helps adjust the time totals for a more accurate account of daily activity.

Deletions are not allowed within a guest check transaction. Use the following procedure in a cash (non-guest check) transaction only.

Note: If MGR Mode is required for your Deletes, press the applicable destination key (Eat-In, Take-Out, etc.). Then, turn the keylock to MGR Mode and perform the Delete.

Delete without Time Entry

1. Press DELETE. Enter all items you need to delete. In the following example, both the Chef Salad and the Orange Juice are being deleted. Note, the item prices and totals are negative, indicating they are being credited.

DELETE **CHEF SALAD** **O.J.**

```
DELETE                                    11:15 LVL1  REG
1 CHEF SAL        - 7.95                  TABLE  #GST2
1 O.J.            -  .95                  #003



                                           TAX -   .40
                                          TOTL -  9.30

 SAM
 DAVE
```

2. After you enter all of the items you need to delete, close the transaction with the same payment key you originally used. For example, if the original (wrong) transaction was closed with the CASH key, also use the CASH key for the Delete transaction. (This helps ensure that all totals are accurately updated.)

CASH ***(or other payment key)***

Note: If you normally press Subtotal, Eat-In, Take-Out, etc., before a payment key, you must also use them for the Delete transaction.

Delete with Time Tracking

Your DELETE key can be programmed to require a time entry, which allows you to adjust the appropriate time total. Use the following procedure if your Deletes require a time entry.

1. Enter the time the original (incorrect) order was registered. Use two digits for the hour and two digits for the minutes. For example, enter 0830 for 8:30 a.m. Press DELETE and enter the items you need to delete.

[time] DELETE O.J. CHIC SAND

Note: If you have a copy of the original receipt, the time may appear on the transaction number line. Use this time for your Delete entry. To enter an afternoon or evening hour, remember to use military time for your entry: 12:00 noon = 1200, 1:00 p.m. = 1300, 2:00 p.m. = 1400, 3:00 p.m. = 1500 ..., 8:00 p.m. = 20:00, 9:00 p.m. = 2100, 10:00 p.m. = 2200, 11:00 p.m. = 2300, 12:00 midnight = 0000).

2. After you enter all items you must delete, finalize the transaction. Then, use the same payment key used for the original transaction. For example, if the original (wrong) transaction was closed with the CASH key, use the CASH key for the Delete transaction.

CASH ***(or other payment key)***

Note: Follow your normal procedure for closing a transaction. If, for example, you normally use Subtotal, Eat-In, Take-Out, etc., you must also use them for the Delete transaction.

Return

The Return procedure allows you to subtract or "Refund" an item registered in a previous transaction. You can use Return inside or outside of an order, as needed.

If you are using a check tracking system, you must go into the applicable guest check to perform a return. If, for example, an item from guest check #15 is returned, you must go into Check #15, then perform the return. After you close the check, however, you cannot recall it for a return.

The procedure for Returns varies. Generally, you press RETURN, then re-enter the item with the same sequence you originally used. If you are returning more than one item, remember to press RETURN before each item.

Note: *If "Call Manager" or a similar message displays, turn (or ask your manager to turn) the keylock to MGR Mode before you attempt the return procedure. If you need to perform a return outside of a transaction, you may need to press a destination key (Eat-In, Take-Out, etc.) before you turn to MGR Mode.*

RTRN **CHEF SAL**

The returned items display with a negative price. The appropriate taxes are also credited, as shown in the example here.

```
1 CHEF SAL        -7.95                 11:15 LVL1  REG
                                        TABLE  #GST2
                                        #003


                                        TAX  -  .30
                                        TOTL - 8.25

 SAM
 DAVE
```

Note: *After you register the Return, you can continue with the transaction. You can add new items, if necessary, or close the transaction with the procedures you normally use.*

Coupons

Each of your menu items can be linked to three different coupons. When you press one of the coupon keys with an item, the system performs a look-up. It checks to see which coupon is programmed for the item and automatically registers the amount. This look-up process includes a procedure called "coupon search." Coupon Search helps ensure that you have registered the item to which the coupon applies.

Two types of coupons are available: Preset Coupons and Open Coupons. Refer to the procedure that applies to your transaction.

Preset Coupons

If your coupons are preset (programmed with a preset amount), use the following procedure to register a coupon. Before you attempt to enter the coupon, however, make sure you enter the item to which it applies.

1. Press the COUP key.

2. Next, press the item associated with this coupon.

COUP **STEAK SAND**

Note: If you have not entered the item this coupon affects, an "Invalid" (or similar) message displays. Enter the item, then retry the coupon entry.

Your system displays the coupon with its programmed description.

```
1 STEAK SN         7.95                 11:15 LVL1  REG
1 -SNDCOUP       - .95                  TABL2     #GST2
                                      #003


                                      TAX          .28
                                      TOTL        7.28

 SAM
 DAVE
```

Open Coupons

If you have several different coupons, your coupon key can be programmed to accept an open entry. An Open Coupon key allows you to specify the applicable coupon amount. Use this procedure for this type of coupon. Before you attempt the open coupon procedure, make sure you register the item the coupon affects.

1. After you register the item, enter the amount of the coupon.

2. Press COUP.

3. Press the item to which the coupon applies.

[amount] **COUP** **HAM & CHEZ**

If your coupon was accepted, it shows on the first available line of your screen. If a "Non-eligible" (or similar) message displays, make sure you registered the item to which the coupon applies. Your manager can confirm whether or not the coupon has been programmed for the item. If you get a "HALO" (High Amount Lock-Out) message, you have entered an amount too high for this coupon entry.

```
1 HAM& CHZ          6.95                    11:15 LVL1  REG
1 -HAMCOUP        - .95                     TABLE  #GST2
                                            #003


                                            TAX     .24
                                            TOTL   6.24

 SAM
 DAVE
```

Subtotal

If you press the SUBTOTAL key, the screen shows the current subtotal, including sales tax. You can also press SUBTOTAL with one of the TAX SHIFT keys to view the transaction total without tax.

To view the subtotal, press SBTL (Subtotal).

SBTL

To view the subtotal without tax, press the TAX SHIFT key. Then, press SBTL.

TAX SHIFT **SBTL**

Note: *If your system calculates more than one sales tax, you can press more than one TAX SHIFT key to display the total without tax. For example, you can press TAX SHIFT 1, TAX SHIFT 2, SBTL to display the subtotal without tax 1 or tax 2.*

Discount Subtotal

Your keyboard may include another type of subtotal key: Discount Subtotal. This key may be used with the Universal % Keys to see how much of the transaction is discountable. It helps you apply a discount to the specific items that allow a discount.

To display the discountable subtotal, press DISC SBTL. When the subtotal displays, you can press CLEAR to erase the subtotal. See the Universal % Key procedures for additional uses for this key.

DISC SBTL

Universal % Keys

Your system can include as many as five percentage keys. These keys are referred to as "Universal % Keys" because they can be programmed in a number of ways. Your system is set up with the types of percentage keys you need for daily operations.

The explanations for the Universal % Keys are divided into these categories:

- Preset Discounts
- Manual Discounts
- Preset Surcharges
- Manual Surcharges

Refer to the type of discount that applies to your transaction.

Preset Discounts

Preset Discounts are programmed with a preset percentage. The procedure you use for this type of discount depends on how much of the transaction should be discounted. If the discount is for a single item, see the Item Discount procedure. If the Discount applies to the whole transaction, see the Subtotal Discount procedure. Finally, if the discount applies only to discountable items, see the Discount Subtotal procedure.

By Item: Item Discount keys affect one item at a time. For this type of discount, you must press the DISC immediately after the item, as shown here. The discounted amount shows below the item.

SALAD BAR	**SR.CIT DISC**

By Subtotal: Subtotal Discounts apply to all items you have entered so far in the transaction. First, enter all of the items ordered. Press SBTL, then press the appropriate discount key.

CHED BURGR	**FRIES**	**TEA**	**SBTL**	**DISC**

Note: If "Call Manager" or a similar message displays, you must turn the keylock to MGR Mode before attempting this procedure.

By Disc Subtotal: If some of your restaurant items are not discountable, you must use the DISC SBTL (Discount Subtotal) key before the discount. This key decides how much of the transaction is discountable, so the correct discount can be calculated.

1. Enter all the items ordered.

2. Press DISC SBTL.

3. Press DISC.

HAM & CHEZ	**FRIES**	**T SHIRT**	**DISC SBTL**	**DISC**

Note: The discount only applies to items programmed as discountable. MGR Mode may be required for this type of discount.

Manual Discounts

If discount rates vary from transaction to transaction, your discount key may be set up for a manual entry. With this type of discount, you must specify the percentage rate before you press the Discount key. Manual Discount Keys can be performed by Item, by Subtotal, or by Discount Subtotal. Refer to the procedure you need.

By Item: Manual Item Discounts are applied to one item at a time. You must enter the discount immediately after the item. This example shows a 25% manual discount.

RIB EYE	**2**	**5**	**DISC**

By Subtotal: Use this procedure to apply a discount to all items you entered in the transaction.

1. Enter all items ordered.

2. Press SBTL (Subtotal).

3. Enter the amount of the discount.

4. Press the Discount key.

An example of a 15% Manual Subtotal Discount is shown here.

FILET	**FRUIT SAL**	**SBTL**	**1**	**5**	**DISC**

Note: This type of discount can be programmed to require manager authorization. If required, the keylock must be turned to MGR Mode before you can register the discount.

Preset Surcharges

Universal % Keys programmed to add a percentage to your order are referred to as "Surcharges". Preset Surcharges add a pre-programmed percentage to your transaction. They can be added by Item, by Subtotal, or by Surcharge Subtotal. Refer to the procedure you need.

By Item: Item Surcharges add a percentage to one item at a time. Enter the item, then press the Surcharge key.

DELI PLATE	**SUR CHRG**

By Subtotal: This type of surcharge adds a preset percentage to all items you entered in the transaction. A 15% gratuity is a commonly-used example of a subtotal surcharge.

1. Enter all of the items ordered.
2. Press SBTL (Subtotal).
3. Press the Surcharge key.

RIB EYE	**BAKE POT**	**TEA**	**SBTL**	**SUR CHRG**

Note: Your Subtotal Surcharges can be set up to require manager authorization. If so, the keylock must be turned to MGR Mode before you press the SURCHARGE key.

By Surcharge Subtotal: If your surcharge only applies to certain items in a transaction, use the SRCH SBTL (Surcharge Subtotal) key. This key determines which items are surchargeable and calculates the correct surcharge.

1. Enter all of the items ordered.

2. Press SRCH SBTL.

3. Press the SURCHARGE key.

SALAD BAR	JUICE	SOUV GLASS	SRCH SBTL	SUR CHRG

Note: If "Call Manager" or a similar message displays, your Surcharge key requires manager authorization. The keylock must be turned to MGR Mode before you press the Surcharge key.

Manual Surcharges

If the surcharge percentage rate varies from transaction to transaction, your Surcharge key can programmed with a manual percentage. You must enter the percentage rate before you press the Surcharge key. Manual Surcharges can be applied by Item, by Subtotal, or by Surcharge Subtotal. Refer to the procedure you need.

By Item: Item Surcharges affect only one item at a time. You must enter the Surcharge immediately after the item it affects.

1. Enter the item.

2. Enter the percentage rate.

3. Press the SURCHARGE key. This example shows a 15% item surcharge.

PRIME RIB	1	5	SUR CHRG

By Subtotal: Subtotal Surcharges apply to all items entered in the transaction.

1. Enter all of the items ordered.

2. Enter the percentage rate you need.

3. Press SBTL.

4. Press the SURCHARGE key. This example shows a 15% Subtotal Surcharge.

RIB EYE	**FRIES**	**SBTL**	**1**	**5**	**SUR CHRG**

Note: If "Call Manager" displays, your Subtotal Surcharges require manager authorization. You must turn the keylock to MGR Mode before you press the SURCHARGE key.

By Surcharge Subtotal: If only certain items can be surcharged, use the Surcharge Subtotal key with the Surcharge. This determines how much of the total can be surcharged, and calculates the correct percentage.

1. Enter all items ordered.

2. Press SRCH SBTL.

3. Enter the percentage rate.

4. Press SURCHARGE. The example here shows a 15% Surcharge.

CHIC SAND	**FRIES**	**SRCH SBTL**	**1**	**5**	**SUR CHRG**

Note: This procedure can require manager authorization. If "Call Manager" displays, you must turn the keylock to MGR Mode before you press the SURCHARGE key.

Promo

For special promotions and complimentary items, you can use the PROMO key to temporarily change the price of an item to zero. The versatility of the 5000 System offers three methods which you can use to register a Promo item: Conventional Promo, Cursor Promo, and Two for One Specials.

Conventional Promo:

Use this procedure to register a preset item free of charge.

1. Enter the item in the normal manner.

2. Press PROMO, then enter the item again.

TEA . . . **PROMO** **TEA**

Note: You do not need to enter the promo immediately after the item. A promo can be entered up until the transaction is finalized or serviced. You must enter the item at its original price before you attempt the promo.

On the customer receipt or guest check, the word "FREE" appears next to the free item, along with the regular price (with a negative value, ie. -3.00) of the item. If more than one of the same item is free of charge, the number of items and their total discount amount also appears on the receipt or guest check.

Your screen shows the promo by placing an asterisk next to the item quantity. The item price reflects the promo, as shown here.

```
1*TEA            .00                         11:15 LVL1  REG
1 SALAD         2.95                         TABLE    #GST2
                                             #003




                                             TAX     .15
                                             TOTL   3.10

 SAM
 DAVE
```

Cursor Promo:

The second method of registering a Promo item is by using Cursor keys. You can use this method to Promo any item you entered in the current transaction. A Cursor Promo is not allowed after the transaction has been finalized or serviced.

1. Enter the items ordered.

2. Use the cursor keys (↑ ↓) to place the cursor on the item you want to promote.

3. Press the PROMO key.

[enter item(s)]. . . . [move cursor]. . . . PROMO

Two for One Specials:

If your restaurant offers a Buy-one, Get-one-free special, you can use PROMO to enter the special price.

1. Enter the items at their original price.

2. Promo half of the order, as shown here.

2 RIB EYE . . . PROMO 1 RIB EYE

Gift Certificate Sales

If your restaurant offers gift certificates to your customers, you may have up to three keys that handle gift certificate sales. These "Gift Certificate Sold" keys can be programmed with preset amounts that represent the coupon or book amounts. If you have several types of gift certificates, your system may use an open key that allows you to specify the certificate amount. Refer to the procedure selected for your system.

Preset G.C. Sold Keys

If your keyboard has GC SOLD (Gift Certificate Sold) keys programmed with the coupon values offered, use this procedure to register a gift certificate sale.

Press the GC SOLD key.

G.C. SOLD

Open G.C. Sold Keys

If your restaurant offers gift certificates in varying dollar amounts, your workstation can be programmed with an Open Gift Certificate Sold key. This key lets you specify the amount of the gift certificate purchase.

1. Enter the amount of the gift certificate.

2. Press the G.C. SOLD key. An example of a $10.00 gift certificate is shown here.

1 **0** **0** **0** **G.C. SOLD**

Note: Your Open Gift Certificate key can be set up with a high amount limit to help reduce keying errors. If, for example, a $10.00 limit is set, you cannot enter a gift certificate value higher than $10.00. If you see a "HALO" (High Amount Lock-Out) or similar error message, you entered an amount too high.

Gift Certificate Redemptions

When a customer pays with a gift certificate, use the Gift Certificate Redemption procedure. Your system can be programmed with a preset redemption key or with an open key that lets you specify the redemption amount. Refer to the procedure for your restaurant.

Preset G.C. Redemptions

Use this procedure if your G.C. Redemption key has a pre-programmed redemption amount.

Press the G.C. REDEEM key. The preset amount is subtracted from the customer total.

G.C. REDEEM

Open G.C. Redemptions

If your restaurant offers a variety of gift certificate coupons, you may have only one G.C. Redemption key. This key allows you to enter any amount needed. Use this procedure for open redemption.

1. Enter the amount of the certificate being redeemed.

2. Press G.C. REDEEM. The amount you enter is subtracted from the customer transaction. This example shows a $5.00 gift certificate redemption.

5 | 0 | 0 | G.C. REDEEM

Note: Your Gift Certificate Redemption key can be set up with an high limit to help prevent keying errors. If a "HALO" (High Amount Lock-Out) error message displays, you have attempted to enter an amount too high for this key. If necessary, your manager can override this limit by turning the keylock to MGR Mode.

Tips

Your workstation allows three types of tips: Cash Tips, Charge Tips, or Automatic Charge Tips. You may use any or all of these tips. Refer to the procedure for the tip handling you need for the transaction.

Cash Tips

You can record cash gratuities with the CASH TIP key. There are no payment restrictions for this key. You can follow it with any available form of tender (Cash, Check, Credit Card, etc.).

1. Enter the amount of the gratuity.

2. Press CASH TIP.

   [tip amount] **CASH TIP**

   Note: If you are using the Tip Declaration feature at Server Close, these entries are applied toward your total daily tips.

Charge Tips

You can enter gratuities added to a credit card using the CHARGE TIP key. After you enter Charge Tip, you must finalize the transaction with one of the credit card keys. Your entry is included in the charge total.

Note: For this type of tip, you may also use the Automatic Charge Tip procedure, described on the next page.

1. Enter the amount of the charge tip.

2. Press the CHRG TIP key.

   [tip amount] **CHRG TIP**

   Note: Split tendering (where part of the transaction is paid with a credit card and part with cash) is possible after a Charge Tip entry. You must, however, enter the charge portion of the payment first, then enter the remaining amount on the CASH key.

Automatic Charge Tips

Often, your credit card totals include the charge tip. If your system allows automatic charge tips, any overtender amount on a credit card entry is applied to the tip. If, for example, the customer total is $10.00, and the customer adds a $2.00 tip, you could enter $12.00 and press the credit card key. The overtendered two dollars is automatically treated as a charge tip.

1. Enter the total amount paid (from the bottom line of the credit card slip).

2. Press the appropriate credit card key.

[credit card total] **AMEX**

Tax Shift

Tax Shift keys allow you to reverse a programmed tax status. You can use these keys with your menu items, your Subtotal key, or your payment keys, as needed.

If your state has only one tax rate, you need only one TAX SHIFT key. If you have more than one tax rate, your keyboard may include an individual TAX SHIFT key for each of the rates. They are labeled to match the rate they adjust.

In general, to reverse the programmed tax application, you press TAX SHIFT, then press the item or payment you want to adjust. Some examples of Tax Shifting are provided below.

Note: To display the transaction total without tax, you can press TAX SHIFT, SUBTOTAL.

Preset PLU: **TAX SHIFT** **STIR FRY**

5 **0** **OPEN PLU**

Coded PLU #15: **TAX SHIFT** **1** **5** **PLU**

Payment: **TAX SHIFT** **AMEX**

Note: If you press one of the TAX SHIFT keys before you press a payment key, you strip the tax from the entire transaction. You can selectively remove tax by pressing a specific TAX SHIFT key before the item or payment. For example, to strip Tax 1 and Tax 2 from an item, enter: TAX SHIFT 1, TAX SHIFT 2, then press the item. To remove all taxes from the entire transaction, you can also use the Tax Exemption procedure, described on the next page.

Tax Exemption

To remove all sales tax from your transaction, you can use the Tax Exemption procedure. Tax Exemption is performed with the NO TAX key. You can press NO TAX at any point in the transaction. It strips the tax from all items you have already entered and all items you enter later in the transaction. Once you press NO TAX, you cannot reverse it; all items in the transaction are registered tax-free.

Press NO TAX.

NO TAX

Note: If you have more than one tax rate, you can use the TAX SHIFT keys to strip one tax at a time. The NO TAX key removes all sales taxes.

Payment

Your keyboard includes keys corresponding to the forms of payment your restaurant accepts. The procedures for payment depend on the type of tender: Cash, Check, or Charge. Refer to the type of tender needed for your transaction.

Cash Payment

Exact Tender: If the customer gives you the exact amount of cash they owe, you can simply press CASH to close the transaction.

CASH

Note: If "Enter Amount" displays, this procedure has been disabled for your system. You must use the Amount Tender procedure, described below.

Amount Tender: If your system forces an amount entry, or the customer gives you more than the amount due, you enter the amount before you press the Cash key. The screen shows the change you owe the customer, where applicable.

1. Enter the amount the customer gives you.

2. Press CASH.

[amount tendered] **CASH**

Under-Tender: If the amount you enter is less than the amount due (under-tender), the cash drawer does not open. An "Amount Due" message displays the amount the customer still owes.

Note: You can also use this procedure for Split or Partial Tender, where the customer pays part of the transaction with Cash and part with a Check or Credit Card. Enter the amount paid with Cash and press CASH. When the Amount Due displays, tender the amount on the Check or Credit Card key. If a "Re-enter" message appears, your workstation program prevents under-tendering and split-tendering.

Check Payment

When the customer pays with a personal check, close your transaction with the CHECK key. This key can be programmed to require a number of options. You may, for example, need to enter an account number or the check amount. The workstation prompts required entries, if you forget.

Exact Tender: If the customer writes a check for the exact tender amount, press the CHECK key.

CHECK

Note: If an "Enter Amount" message displays, the above procedure is disabled on your system. You must use the Amount Tender procedure, described below.

Amount Tender: If your check key requires an amount entry, or the customer writes a check for more than the amount owed, use this procedure.

1. Enter the amount of the check.

2. Press CHECK.

[amount tendered] CHECK

Note: If an account number is required, enter the number and press ACCT #. Then enter the check amount and press CHECK.

Charge Payment

If your system has a Magnetic Card Reader, you can use it for credit card transactions. Your keyboard may also have keys for each credit card or it may have a single Coded Charge key. Even if you normally use the Magnetic Card Reader for credit cards, you may need to use one of the charge keys if the Reader cannot interpret a worn card.

The procedures for credit card transactions are described on the next pages. Refer to the procedure used in your system.

Magnetic Card Reader

The Magnetic Card Reader allows you to "scan" a credit card payment. When you run a credit card through the Card Reader, the system reads the account number and expiration date. It also determines the type of credit card (Visa, MasterCard, American Express, etc.). If the credit card is very worn, and does not scan, use the manual procedure for Individual or Coded Credit Cards, described on the next pages of this section.

Exact Tender: If the customer wants to charge the entire transaction to the credit card, run or "swipe" the credit card through the Magnetic Card Reader.

[swipe credit card]

Note: If the credit card has expired, a "Card Expired" message displays. Press CLEAR and visually check the expiration date. At this point, you can press ALL VOID or CANCEL to escape from the transaction, or you can tender the transaction with another type of payment.

Partial Tender: If the customer pays part of the transaction with a credit card and part with cash, you can use this Partial Payment procedure.

1. Enter the amount being paid with a credit card.

2. Run the credit card through the Magnetic Card Reader. The amount still due

displays at the bottom of your screen.

3. Enter the amount being paid in cash.

4. Press CASH.

[charge amt.] **[swipe card]** **[cash amt.]** **CASH**

Note: If it is more convenient for you or the customer, you can enter the cash portion of the payment first. For example, if the customer wants to pay $10.00 cash, and the remainder of the balance with a credit card, enter: $10.00, CASH, then swipe the credit card. If the credit card has expired, you must tender the transaction with a different form of payment.

Individual Charge Keys

When you have a separate key for each credit card, the procedure you use depends on the method of tender: Exact Tender, Overtender, Partial Tender, and Charge with Account Number Entry. Refer to the description for your transaction.

Exact Tender: Use this procedure if the charge covers the entire amount of the customer total.

Press the appropriate credit card key.

VISA

Overtender with Automatic Tip: Some systems allow you to overtender a credit card. The overtender amount automatically becomes a charge tip. If for example, the customer total comes to $20.00, and the charge total (including the tip) is $24.00, you can enter $24.00 before you press the credit card key. The $4.00 is automatically treated as a charge tip.

1. Enter the final credit card amount (including your tip).

2. Press the appropriate credit card key.

[credit card total] **MASTER CARD**

Partial Tender: Use this procedure for partial or split tender. This is a transaction where part of the meal is paid with a credit card, and part is paid with a different credit card or cash.

1. Enter the amount to be placed on the credit card.
2. Press the credit card key. The screen displays the amount still due.
3. Enter the amount tendered.
4. Press CASH.

[charge amount] AMEX **[cash amount]** CASH

Note: If "Re-enter" displays, this procedure is not allowed on your system.

Charge Account Numbers: If your charge keys require an account number entry, you can use this procedure to finalize a credit card transaction.

1. Enter the customer's charge account number (1-16 digits).
2. Press the ACCT # key.
3. Enter the charge total.
4. Press the appropriate credit card key.

[account #] ACCT # **[charge total]** DSCOVR

Coded Charge Keys

To save space on your keyboard, your system may be programmed with a coded charge or "Charge Look-Up" key. With this procedure, a single key accesses all the credit cards your restaurant accepts. Refer to the procedure you need for your transaction.

Before you start, you should know that the Coded Charge (Charge Look-Up) key can list the code numbers of your credit cards. To review the numbers you can press the Coded Charge or CHARGE LOOK-UP key.

CHRG LK-UP

If you press the key by itself, your screen lists available credit cards and their associated code numbers, as shown here.

```
                                       11:15 LVL1  REG
      1 VISA                           TABLE  #GST2
      2 MSTRCARD                       #003
      3 AMEX
      4 DINERS
      5 DISCOVER

                                       TAX      .50
                                       TOTL    9.85

SAM
DAVE
```

You can press CLEAR to clear this display, or continue to one of the following credit card procedures.

Exact Tender:

1. Enter the number of the credit card you need.

2. Press CHARGE LOOK-UP.

[credit card #] **CHRG LK-UP**

Split Tender: If you are using a coded charge, use this procedure for split tender. This is where part of the transaction is paid with a credit card and part with another credit card, a personal check, or cash.

1. Enter the code number associated with the credit card.

2. Press @.

3. Enter the amount being paid with this credit card.

4. Press CHARGE LOOK-UP.

5. Enter the code number of the next credit card.

6. Press CHARGE LOOK-UP again.

(1st charge)	**[charge #]**	@	**[amount]**	CHRG LK-UP
(2nd charge)	**[charge #]**	CHRG LK-UP		

Note: If the customer splits payment between a credit card and cash, enter the amount tendered and press CASH after the initial charge entry.

Charge Account Numbers: If your charge key requires an account number, use this procedure to close your credit card transactions.

1. Enter the customer's account number (1-16 digits).

2. Press ACCT #.

3. Enter the credit card number you need.

4. Press CHARGE LOOK-UP.

[account #]	ACCT #	**[credit card #]**	CHRG LK-UP

Currency Exchange

The Currency Exchange key translates your transaction total into a foreign currency. You may have up to 15 currency exchange keys on your keyboard, each programmed with the current exchange rate. Or you may have a single Currency Exchange key that accesses the exchange rates with a code number. Refer to the procedure used for your system.

Coded Currency Exchange Key

If you have a single key (Exchange #, Rate #, Currency Look-Up, etc.) that accesses all of the exchange rates you need, each exchange rate is assigned a number. For this type of currency exchange, use this procedure to convert the transaction total to the appropriate foreign currency.

1. Enter all of the items ordered.

2. If you already know the number of the exchange rate you need, go to step 3. If you are not sure about the numbers, press the RATE # key.

   RATE #

   The screen lists the first set of exchange rates and their associated numbers, as shown here.

```
                                              11:15 LVL1  REG
            1 CANADA $                        TABLE  #GST2
            2 STERLING                        #003
            3 YEN
            4 PESO
            5 USA $                           TAX      .50
                                              TOTL    9.85


   SAM
   DAVE
```

Note: When you press the RATE # key, the first five exchange rates and numbers display. You can press RATE #, as often as needed, until the rate you need displays.

3. Enter the number associated with the exchange rate you need.

4. Press the RATE # key again.

[rate #] **RATE #**

Note: If you enter the wrong rate number, press CLEAR. Repeat Step 2 with the correct rate number.

The screen displays the converted subtotal. Item prices are *not* converted to the foreign currency.

5. Enter the amount the customer gives you in the foreign currency.

6. Press the appropriate payment (Cash, Charge, etc.) key. If, for example, the customer gives you two Canadian dollars, enter 2.00 and press CASH.

[amount] **CASH**

Note: If you owe the customer change, the change amount displays in your local currency. A sample receipt is shown below.

```
        PANASONIC
       5000 SYSTEM

 1 FISH SN          2.95
 1 STEAK SN         3.15
 1 SALAD            3.45
 1 MILK             1.50
 1 ICE TEA          1.20
 1 SM COLA          1.20
-------------------------
   TAX               .81
   TOTL            14.26     --Total (Local Currency)
   RATE          2.5000      --Exchange Rate
   EXTL            35.65     --Converted Total
   EXCH            40.00     --Tender (Foreign Currency)
   CASH            16.00     --Tender (Local Currency)
   CHNG             1.74     --Change (Local Currency)
    CSHR  JOHNNY
   #119
   APR. 1'94        0001
   No0209   15:50    #01
```

Individual Currency Exchange Keys

If you have a separate key for each foreign currency you accept, each key is programmed with the current exchange rate. Use this procedure to register this type of currency exchange.

1. Enter all items ordered.

2. Press the appropriate Currency Exchange key.

   [items] [EXCHG 1] . . .

   The screen displays the converted subtotal.

3. Give the customer this total, then enter the amount of foreign currency you are tendering.

4. Press the appropriate payment (Cash, Charge, etc.) key.

   [amount tendered] [CASH]

Note: If you owe the customer change, the change amount displays on your screen. Change displays in your normal currency. A sample receipt is shown below.

```
        PANASONIC
       5000 SYSTEM

 1 SALMON          15.95
 1 NY STRIP        11.95
   RICE
 1 COFFEE           1.00
 1 ICE TEA          1.20
-------------------------
   TAX              1.81
   TOTL            31.91   --Total (Local Currency)
   RATE          2.5000    --Exchange Rate
   EXTL            79.78   --Converted Total
   EXCH            80.00   --Tender (Foreign Currency)
   CASH            32.00   --Tender (Local Currency)
   CHNG              .09   --Change (Local Currency)
     CSHR  EDDIE
   #120
   APR. 1'94        0001
   No0209   15:50    #01
```

Non-Sale Operations

Some operations are only available outside of a transaction. These operations, called "Non-Sale" operations, include No Sale, Receipt Stop, Receipt Issue, Received-on-Account (R/A), Paid-Out (P/O), and Waste. Refer to the explanation for the operation you need.

No Sale

No Sale opens the cash drawer outside of a transaction. If, for example, you forget to give the customer his change, you can use the No Sale procedure to reopen the drawer. You may have a dedicated NO SALE key, or you may use the CASH key to trigger a No Sale.

Press NO SALE. Or, if your CASH key triggers a No Sale, press CASH.

NO SALE -or- **CASH**

Receipt Stop

Receipt Stop toggles the customer receipt on and off. Press it once to turn off the receipt. Press it a second time to turn on the receipt. You cannot change the receipt status in the middle of a transaction. You must wait until the transaction is finalized. An "RS" displays (next to the time) whenever the receipt is turned off.

Press RCPT STOP, as needed, to turn on or turn off the customer receipt.

RCPT STOP

Receipt Issue

Receipt Issue allows you to print a receipt for the last transaction. If, for example, your receipt is turned off, but a customer requests a receipt, you can press RCPT ISSUE after the transaction is finished. You can also print a receipt to confirm the items you entered.

To print a receipt for your last transaction, press RCPT ISSUE.

RCPT ISSUE

Received-on-Account

Received-on-Account (R/A) allows you to increase the amount of cash in your workstation drawer. You can, for example, use this function to record the starting bank you enter in your cash drawer. Or you can use it to record a refunded vendor payment. Two R/A keys are available. Like the other Non-Sale operations, R/A can only be performed outside of a transaction.

Note: If MGR Mode is required for your R/A key, press EAT-IN or TAKE-OUT before you turn the keylock to MGR Mode. Then follow the steps below.

1. Press the R/A key.
2. Enter the amount you received.
3. Press CASH.
4. Press R/A again.

R/A **[amount received]** **CASH** **R/A**

You can enter more than one amount at a time, if necessary.

5. Press the R/A key.
6. Enter the first amount.
7. Press CASH.
8. Enter the next amount.
9. Press CASH again. Repeat as often as needed. When all amounts are entered, press R/A to finalize the procedure.

R/A **[amount received]** **CASH** →

[amount received] **CASH** →

[amount received] CASH →

[amount received] CASH R/A

Paid-Out

You can use Paid-Out (P/O) to decrease the cash in your workstation drawer. You may use Paid-Out when the amount of cash in your drawer exceeds the acceptable limit, or to take money out of the drawer for a vendor payment. Two P/O keys are available.

> *Note: If MGR Mode is required for your P/O key, press EAT-IN or TAKE-OUT (or another destination key) before you turn the keylock to MGR Mode. Then follow the steps below.*

1. Press P/O.
2. Enter the amount you need to remove from the drawer.
3. Press CASH.
4. Press P/O again. The amount you enter is subtracted from the CAID (Cash-in-Drawer) total.

P/O **[amount paid out]** CASH P/O

If you have multiple P/O entries, you can enter all of them at the same time.

1. Press the P/O key to start the procedure.
2. Enter the first amount.
3. Press CASH.
4. Enter the next amount.

5. Press CASH. Repeat as needed. When all of the amounts have been subtracted, press P/O to finalize your entry.

P/O	**[amount paid out]**	CASH	→
	[amount paid out]	CASH	→
	[amount paid out]	CASH	→
	[amount paid out]	CASH	P/O

Time & Attendance

The Time and Attendance functions track employee clock-in, clock-out, and break entries. The system can track up to four shifts and four job codes per employee per day. Use this procedure at your System Master.

Note: If these functions are enabled at the manager workstation (PC) then they are disabled at the regular workstation..

Clock-In

1. Enter your employee number.
2. Press CLOCK IN. The screen displays your name and applicable job codes.
3. Verify that this information is correct. If you entered the wrong number, press CLEAR now and start over. If everything is correct, press CLOCK IN again.
4. If MGR Mode is required, turn to MGR Mode before you perform the next steps.

[employee #] CLOCK IN **[verify information]** CLOCK IN

Note: If you use employee cards for clock-in, press CLOCK IN, then run your card through the Magnetic Card Reader. Press CLOCK IN again.

Clock-In with Job Code Entry

1. Enter your employee number.
2. Press CLOCK IN.
3. Enter the number associated with the job code you need.
4. Check all of the displayed information. If you made a mistake, press CLEAR. If everything is correct, press CLOCK IN.

[employee #] CLOCK IN **[job code #]** CLOCK IN

Note: If you use employee cards, press CLOCK IN and run your card through the Magnetic Card Reader. Enter the job code number and press CLOCK IN.

```
***  TIME IN  ***
  #002  STEVE
  MGR      JOB 1
  CSHR #1
NOV.15'94   0001
No1834 08:59 #01
```

Clock-Out for Breaks

Use this procedure if your restaurant pays for breaks. If breaks are not paid, use the regular Clock-Out procedure to clock out at the beginning of a break.

1. Enter your employee number.

2. Press BREAK.

3. Check the displayed information. If you entered the wrong number, press CLEAR. If everything is correct, press BREAK again.

[employee #] BREAK **[verify information]** BREAK

Note: If you use employee cards, press BREAK, then run your card through the Magnetic Card Reader. Press BREAK again.

```
** BREAK OUT **
  #002  STEVE
  MGR      JOB 1
  CSHR #1
NOV.15'94   0001
No1836 11:15 #01
```

Return from Break

1. Enter your employee number.

2. Press CLOCK IN.

3. Enter your job code number, if required.

4. Check the data (name and job code) on your screen. If an error exists, press CLEAR and start over. If everything is correct, press CLOCK IN.

[employee #] **CLOCK IN** **[job code #]** **CLOCK IN**

Note: If you use employee cards, press CLOCK IN. Swipe the card through the Reader. Enter your job code number and press CLOCK IN again.

```
***  TIME IN  ***
   #002   STEVE
   MGR      JOB 1
   CSHR #1
NOV.15'94    0001
No1838 11:30  #01
```

Clock-Out

Use the Clock-Out procedure when you clock out at the end of a shift. If you are not compensated for breaks, you may also use this procedure when you leave at the beginning of a break.

1. Enter your employee number.

2. Press CLOCK OUT.

3. Make sure the displayed information is correct. If you entered the wrong number, press CLEAR and start over.

4. If everything is correct, press CLOCK OUT again. If MGR Mode is required, turn the keylock to MGR Mode before performing the steps below.

[employee #] **CLOCK OUT** **[verify information]** **CLOCK OUT**

Note: If you use employee cards, press CLOCK OUT. Run your card through the Magnetic Card Reader. Then press CLOCK OUT again.

```
  PANASONIC 5000



*** TIME OUT ***
  #002     STEVE
  08:59--11:15 B
             MGR
  11:30--13:00
             MGR
  13:30--18:00
             MGR
MGR      008.26H
  TOTL
    8.26H   .00H
TIPS         .00
CSHR #1
NOV.15'94   0001
No1844 18:00 #01
```

Applications

Overview

The flexibility of the Panasonic 5000 system allows transaction sequences to be tailored to your operational guidelines. For example, your system can be set up to track customer balances by guest check number or by table number. Or, if your operations are better suited for it, your system can automatically assign the check numbers for you. Guest Checks can be printed on a receipt tape (soft check) or on a hard-copy guest check that is placed in an optional slip printer. There are also a variety of printers and kitchen videos that can be added to your system. All of these factors influence the operation of your system.

After you start a guest check, the steps you follow are also customized to fit your operations. You may, for example, enter the number of guests or a reference table number. You may also be asked to enter a Person # before you enter items. These entries can be optional or required, depending upon your programming.

Where Section 2 described the keys individually, this section is designed to show you how the keys work together. It covers some of the most frequently-used sequences. The procedures are divided into the four steps involved in table service operations: Starting a Guest Check, Recalling a Check, Printing a Guest Check, and Paying a Guest Check.

Unless otherwise noted, all of the sequences in this section are performed with the keylock in REG Mode. Exceptions include any functions programmed to require a manager. If manager authorization is a possible requirement, it is noted in the explanation.

The explanations in this section assume you have already entered a cashier number and server number. The log-on procedures are described in Section 2. Make sure that you enter these numbers, if they are required for your system.

Starting a Guest Check

Before you register the items the customer orders, you must open a guest check. When you open a check, you are actually assigning a number to the guests you are serving. You use this number to recall the customer's order, as often as needed, until they pay for the meal.

When you start a new check, enter all of the basic information about this check. This information may include:

- Phone Number
- # Guests/Covers
- Table #
- Check #
- Person or Seat #
- Items

Some of these entries can be optional for your system. If you forget a required entry, the system reminds you, with a message, to enter the information.

Each of the New Check entries are described here. Refer to the entries you use for your restaurant operations. A sample transaction, outlining the order of the key sequences, is also provided.

Cover Count

When you start a new check, one of your first steps may be to record the number of guests or covers represented on the check. In some instances, this entry is optional. If it is required, and you forget to enter the number of guests, a message displays to remind you. Use the following procedure before you press the New Check key.

(Make sure your server number is logged onto the system.)

1. Enter the number of guests.

2. Press the # GUEST key.

[# of guests] [# GUESTS]

Note: If your entry is too low, or if more guests join the party before the you close the transaction, you can increase the count. For example, if you start a check with two guests, and two more guests join the party, enter 4 and press # GUEST when you recall the check.

Table

If you are not using table numbers for your check numbers, your workstation may prompt you for the table number where the customer is seated. This reference number helps expediters take the order to the appropriate location. If the entry is required, and you forget to enter it, an "Enter Table" message displays.

(Make sure your server number is entered. You should also have entered the guest count, if required.)

1. Enter the number of the table where the guest is seated.

2. Press TABLE #.

[table #] **TABLE #**

Note: This procedure applies to a notation of the table number you are serving. In many applications, the TABLE # key opens a check or tab. For this type of operation, see the New Check Assignment description.

New Check Assignment

Four procedures can open a new check: System-Assigned Guest Checks, Operator-Assigned Guest Checks, Phone-Number-Assigned Guest Checks, and Magnetic Card Reader opened Guest Checks. Your system is set for the method most convenient and suitable for your daily operations. Refer to the procedure used for your system.

Note: If the additional order display screen is enabled when this procedure is started, the entire order can be viewed or edited.

System-Assigned Guest Checks

If the system assigns your check numbers, you press a single key to open a check. This method is often chosen for restaurants using pre-printed checks that are not numbered. When you press the New Check key, the system issues check numbers in sequential order.

(Make sure your server number is logged onto the system and you have already entered the guest count and table number, if required.) Press the NEW CHECK key.

NEW CHECK

Note: The check number should be displayed beneath the time and Table number. You can now enter the items ordered to this point in the transaction. After you enter the items, see the Service procedure to store the customer's order.

Operator-Assigned Guest Checks

With this New Check procedure, you manually assign a number to all checks you open. The number can correspond to a pre-printed number on a guest check, or it can correspond to the number of the table where your customer is seated. Use the following procedure for this type of system.

(Your server number should already be entered with the number of guests and the table number, if required).

1. Enter the number of the Guest Check or Table.

2. Press NEW CHECK.

[check or table #] **NEW CHECK**

Note: The check number displays on your screen, below the time. You can now enter the items ordered. When all items are entered, use the Service procedure to store the customer's order.

Phone Number-Assigned Guest Checks

With this procedure, depending on system programming, you manually enter the phone number of the customer placing the order. For instance, a customer can call your restaurant and place the order in advance. This assures your customer that the order will be ready upon arrival. Use this procedure for this type of system set-up.

Your server or cashier number should already be entered.

1. Enter the customer's phone number (up to 7 digits).

2. Press the PHONE ORDER key.

[phone #] **PHONE ORDER**

Notes:
- *The phone number appears on your screen, below the time. You can now enter the items ordered. When all items are entered, use the Service procedure to store the customer's order.*

- *This procedure can be used if your system is set up to operate under the System-Assigned method.*
- *When you use the Phone Number-Assigned method, the sequential order of check numbers assigned by the system will not be interrupted.*
- *If you use the Magnetic Card Reader to open Guest Checks, the phone number-assigned Guest Check does not operate.*

Magnetic Card Reader-Assigned Guest Checks

This procedure lets you use the Magnetic Card Reader to open new guest checks. The procedure is very simple, although it does assume you have a guest card similar to your employee card or server/cashier card with a magnetic strip.

Your server or cashier number should already be entered.

1. Press NEW CHECK.

2. Swipe the card through the reader.

NEW CHECK **[Swipe Card]**

Person Numbers & Seat Numbers

After you open the guest check, you can begin entering items. The 5000 system allows you to separate the items by person or seat number. If you separate the items in your order, you can later print a separate check for each person in the party. Even if you do not need separate checks, these entries help expediters serve the order to the correct person.

You can track items by person number or seat number. Both procedures are basically the same. With person numbers, you enter a Person # before you enter the items. With seat numbers, you enter a Seat # before you enter the items. The primary difference concerns the numbers you can enter.

With person numbers, you are limited to the number of guests you entered for this check. With seat numbers, you can enter any numbers, as long as you do not enter more seats than guests. If, for example, you enter '3' for the guest count, you can only use Person #1, Person #2, and Person #3, but you can enter any three seat numbers.

Note: You can enter up to sixteen person numbers (Person #1-Person #16) or up to sixteen seat numbers per guest check.

(You should already have entered your server number and guest count, and the guest check should be open.)

1. Enter the number of the person whose items you are entering.
2. Press PERSON #.
3. Enter the items.
4. Enter the next person number.
5. Press PERSON #.
6. Enter this person's items.
7. Repeat this process until all items are registered.

[person #] PRSN # **[item]** **[item]** . . .

[person #] PRSN # **[item]** **[item]** . . .

OR

Enter the number of the seat, press SEAT #, then enter the items. Repeat, as needed, until all items are entered.

[seat #] SEAT # **[item]** **[item]** . . .

[seat #] SEAT # **[item]** **[item]** . . .

Servicing a New Check

After you open the guest check, you can enter the items the customer has ordered so far in the transaction. Even when you enter all of the items, you do not want to close the guest check, in case the customer later asks for additional items. Service allows you to store the customer's order, so you can recall it to add new items or make adjustments, as needed. You can have up to two Service keys (for direct access service) or you can have a single Coded Service key. Refer to the procedure used for your system.

Direct Access Service

You can have up to two Service keys on your keyboard. They will be labelled to match the service area, "Bar Service", "Room Service", etc. When you press the Service key, any special taxes are calculated, and the order is relayed to applicable remote devices, including kitchen printers or videos.

After you open the guest check and register the items, press the Service key to store the balance. If your system uses a Slip Printer, place a check in the printer before you press the Service key.

SERVICE

Note: If you are using kitchen printers or videos, Service relays the orders to their appropriate destinations. You can recall the order, as needed, to add new items or make adjustments. See Recalling a Guest Check for this procedure.

Coded Service

To save space on your keyboard, you may have a single Service key that accesses both service areas. The service areas are assigned a number (1 or 2) that is entered on the Service key. Use this procedure if your system is set up in this manner.

1. Enter the number (1 or 2) associated with this service.

2. Press SERVICE. If your checks are printed on a slip printer, place the guest check in the printer before you press SERVICE.

[service #] **SERVICE**

Note: If you press the SERVICE key without entering a number, the transaction is applied to Service 1.

New Check Procedure Summary

System-Assigned Guest Checks

These steps outline the New Check procedure you use if your system assigns the guest check numbers.

1. Enter your Server #. **[server #]** SVR -or-

   SVR **[server #]** SVR

2. Enter the number of guests. **[# of guests]** # GUESTS

3. Enter the Table #. **[table #]** TABLE #

4. Press the NEW CHECK key. NEW CHECK

5. Enter the Person or Seat #. **[person #]** PRSN #

   -or-

   [seat #] SEAT #

6. Enter the items ordered. **[items]**

7. Repeat Steps 5 and 6, as needed.

8. Press SERVICE. SERVICE

Note: If you use hard-copy guest checks, place the check in the printer before you press SERVICE.

Operator-Assigned Guest Checks

The following outlines the steps you follow if you manually enter check numbers.

1. Enter your Server #. **[server #]** **SVR** -or-

   SVR **[server #]** **SVR**

2. Enter the number of guests. **[# of guests]** **# GUESTS**

3. Enter the Table #. **[table #]** **TABLE #**

4. Enter the Check #. **[check #]**

5. Press the NEW CHECK key. **NEW CHECK**

6. Enter the Person or Seat #. **[person #]** **PRSN #**

   -or-

   [seat #] **SEAT #**

7. Enter the items ordered. **[items]**

8. Repeat Steps 6 and 7, as needed.

9. Press SERVICE. **SERVICE**

   Note: If your checks are printed on a hard-copy guest check, place the check in the printer before you press the SERVICE key.

Phone Number-Assigned Guest Checks

This illustration defines the steps you must follow if you enter the customers phone number manually.

1. Enter your Server #. **[server #]** **SVR** -or-

   SVR **[server #]** **SVR**

2. Enter the customers phone number. **[phone number #]**

3. Press the PHONE ORDER key. **PHONE ORDER**

4. Enter the items ordered. **[items]**

5. Press SERVICE. **SERVICE**

Note: If your checks are printed on a hard-copy guest check, place the check in the printer before you press the SERVICE key.

Recalling a Guest Check

When the customer requests additional items, you can recall his previous balance and enter the new items. This process, called "Check Recall," brings the customer's previous balance back to the screen and lets you add items or make corrections to the guest check.

The key you use to recall a check balance can have a number of names: Check #, Check Recall, Previous Balance, P/B, Table #, Table # Recall, etc. Your key is labelled in a manner most suitable for your operations.

Use this procedure to recall a guest check.

(Before you start, make sure you have entered your server number.)

1. Enter the number of the check or table you need to recall.

2. Press the Check Recall (CHECK # or TABLE #) key.

[check #] **CHECK #**

Notes:
- *If a "Not Found" message displays when you enter the check number, this check may not be open. Make sure you used the correct check number.*
- *When you recall the guest check, the items you have already entered for this guest check do not display. If you want to review the items you entered earlier, see the Previous Item Display procedure on the next page.*
- *After you recall the guest check, you can add any new items ordered. Or, if necessary, you can void an incorrect item from the check. When your updates are finished, use Service to store the new guest check balance.*

Using the Magnetic Card Reader to Recall a Check

1. Press PREV BAL.

2. Swipe the card through the reader.

PREV BAL **[Swipe Card]**

Previous Item Display

Normally, when you recall a check, the screen does not show items you entered in previous transactions. To review the items you already entered for this guest check, you can use the Previous Item Display procedure. It allows you to view all items entered for the check or items entered for a particular person, as described next.

Review of All Items

To see all of the items you have entered for a particular guest check, use the following procedure.

1. After you have entered your server number and recalled the check, enter 300.

2. Press MENU LOOK-UP.

3 **0** **0** **MENU LK-UP**

Note: The first set of items displays on your screen. You can press MENU LOOK-UP, as often as needed, to cycle through all items entered for this guest check. After you review the items, you can add new items to the order or press SERVICE to store the check balance.

Review of Items by Person

Use the next procedure to view the items you entered for a particular person on the guest check.

1. After you have entered your server number and recalled the guest check, press 3.

2. Use two digits to enter the number of the person whose items you want to review.

3 **[2-digit person #]** **MENU LK-UP**

Example: 301 displays the items entered for Person #1. 302 displays the items for person #2. 311 displays the items for Person #11, etc. The screen shows five items at a time. You can press MENU LOOK-UP, as often as needed, to scroll through the items.

Person Numbers & Seat Numbers

If you are using person numbers or seat numbers, remember to use them when you add new items to (or void items from) a recalled check. This procedure is shown next.

1. After you have entered your server number and the check balance is recalled, enter the number of the person who has ordered additional items.

2. Press the PRSN # key.

   OR

   enter the seat number and press the SEAT # key.

[person #] PRSN # **[items]**

OR

[seat #] SEAT # **[items]**

Note: Repeat these steps for each person who has entered additional items. When all items are entered, use Service to store the new balance.

Servicing a Recalled Check

After you have entered everything needed for this recalled check, you must press SERVICE to store the check again. The complete customer balance is stored so you can make additional entries to this check, when necessary.

SERVICE

Note: If you are printing checks on a Slip Printer, remember to place the check in the printer before you press SERVICE. You can recall a serviced guest check as often as needed, until the customer is ready to pay for the order. See the Check Print procedure when you are ready to print the check. See the Check Payment procedure when you are ready to pay the check.

Check Recall Procedure Summary

This procedure outlines the steps you use to Recall and add items to a guest check.

1. Enter your Server #. **[server #]** SVR -or-

   SVR **[server #]** SVR

2. Enter the number of the guest check you want to recall.

   [check #]

3. Press CHECK # (or Check Recall) CHECK #

4. Enter the Person # or Seat # associated with the new items.

   [person #] PRSN # -or- **[seat #]** SEAT #

5. Enter the items ordered. **[items]**

6. Repeat Steps 4 and 5, as needed.

7. Press SERVICE. SERVICE

Note: If your checks are printed on a hard-copy guest check, place the check in the printer before you press the SERVICE key.

Printing a Guest Check

If you do not use a slip printer for every service transaction, you can use Check Print to obtain a copy of your customer's final check balance. Check Print gives you an easy-to-read transaction record you can present to the customer when he is ready to leave. The Check Print includes all of the items ordered during the course of the transaction, as well as the final balance.

You have several Check Print options. To print the entire check, use the Check Print procedure. To print a Check for a particular person in the party, use the Check Print by Person procedure. If you want to add two checks together, use the Multiple Check Print procedure. The Direct Check Print procedure is a shortcut you can use to add new items, then print a copy of the guest check.

Note: In many restaurants, only one Check Print function is allowed per person or check. If your system has this restriction, a "Call Manager" message displays whenever you attempt to print an extra copy of the check. Your manager must authorize the second printing by turning the keylock to MGR Mode.

Check Print

Use this procedure to print all information (for all persons) associated with the guest check.

1. Make sure your server number is entered.
2. Enter the number of the check you want to print.
3. Press CHECK PRINT.
4. Press SERVICE to finalize and start the print.

[check #] **CHECK PRINT** **SERVICE**

Notes:

- *If a "Call Manager" message displays, a copy of this check has already been printed. Your manager must turn the keylock to MGR Mode before you can print a copy of this check.*
- *After you present this printed check to your customer and receive payment, see the Check Paid procedure to finalize this guest check.*
- *Your system can be programmed to attach a credit card approval message to the Check Print receipt. If enabled, this credit approval appears every time you print a check. A sample of a Check Print with the approval message is provided on the next page.*

Sample Check Print (with Approval Message)

```
GCK# 15
    #GST 2           TABL5
    DAN              SRVR 02
  1 TOSS SAL           1.95
  1 CHEF SAL           2.95
  1 CALAMARI           2.95
  1 FILET              8.05
  1 SCAMPI            10.50
  1 NY STRIP           9.00
  2 TEA                2.50
 ---------------------------
    TAX                2.95
    TOTL              40.85
 ===========================
    TIP:____________________
    TOTAL:    ______________
    SIGNATURE:______________
    PHONE #:  ______________
    APPROVAL: ______________

         CSHR DARLENE
    NOV.26'94           0001
    No0159    02:12      #01
```

Multiple Check Print

If customers at two different tables want to combine their check balances, you can use this procedure which provides a single, consolidated printout of the two balances.

1. Make sure your server number is entered.
2. Enter the number of the first check you want to print.
3. Press CHECK PRINT.
4. Enter the number of the next check you want to include in this printout.
5. Press CHECK PRINT again.
6. Press SERVICE to finalize and print.

[check #] CHECK PRINT **[check #]** CHECK PRINT SERVICE

Note: This procedure consolidates only the printed check balances. You must also consolidate the balances at Check Paid. See the Multiple Check Paid procedure.

Direct Check Print

To print a copy of the check immediately after you enter the customer's order, you can use the Direct Check Print procedure described below. This procedure eliminates the need to re-enter your server number and check number. You must use it immediately after you service the check you need to print.

(Use the New Check or Check Recall procedures to enter the items ordered.)

1. After you press SERVICE (to service the new balance), press CHECK PRINT.

2. Press SERVICE again to store the balance and start the check print.

. . . **SERVICE** **CHECK PRINT** **SERVICE**

Note: You must press the CHECK PRINT key immediately after you Service the check you want to print. If you press any key (CLEAR, SERVER, etc.) before you press the CHECK PRINT key, Direct Check Print is not allowed.

Check Print by Person

If you identify person or seat numbers throughout the guest check transaction, you have several options at Check Print. With person numbering, you can print a separate check for each person in the party. You can also combine one person's balance with another. Or you can print a print a separate check for one person and combine the balances for remaining persons on the guest check. These procedures are described next.

Check Print for an Individual Person

Use the following procedure to print a final balance for a single person on the check.

1. Make sure your server number is entered.

2. Enter the number of the check.

3. Press CHECK PRINT.

4. Enter the number of the person whose balance you must print.

5. Press PRSN #.

6. Press SERVICE to start the printout.

[check #] CHECK PRINT **[person #]** SERVICE

Note: You can repeat this step for each person whose balance you need to print. Or, to print separate checks for everyone represented on this guest check, use the shortcut described on the next page.

Separate Checks for all Persons

To print a separate check for everyone at a table. This shortcut lets you separate the balances for several persons at a time.

1. Make sure your server number is entered.
2. Enter the check number.
3. Press CHECK PRINT.
4. Enter the number of the first person.
5. Press PRSN #.
6. Press CONT (Continue) to go to the next person.
7. Enter the next person number.

8. Press PRSN #.

   To print another person's check press CONT, or press SERVICE to start the printout.

   Note: Make sure you press SERVICE (not Continue) after your last person # entry. If you press CONT for the last person, then press SERVICE, the entire check balance reprints and "Call Manager" may display.

[check #] [CHECK PRINT] **[person #]** [PRSN #] [CONT]

[person #] [PRSN #] [CONT]

[person #] [PRSN #] [SERVICE]

Combined Balances

If you are using person or seat numbers, you can combine balances of two or more people on the guest check. Use this procedure to add check balances together.

1. Make sure your server number is entered.
2. Enter the number of the guest check.
3. Press CHECK PRINT.
4. Enter the number of the first person.
5. Press PRSN #.
6. Enter the number of the next person.
7. Press PRSN #. Repeat for each person whose balance you need to combine.
8. When all person numbers are entered, press SERVICE.

[check #] [CHECK PRINT] **[person #]** [PRSN #] **. . . [person #]** [PRSN #] [SERVICE]

Printing the Guest Check via Magnetic Card Reader

1. Press CHECK PRINT.
2. Swipe the card through the reader.
3. Press SERVICE.

CHECK PRINT **[Swipe Card]** SERVICE

Paying a Guest Check

When the customer is ready to leave, use the Check Paid procedure to close the open check. For increased convenience, you can pay checks in a number of ways. For example, you can close a single guest check or add the check balances of two tables. You can also use the Direct Check Paid procedure as a shortcut after you print the check. If you are using person numbers, you can close the balance of a single person on the guest check (and leave remaining check balance open).

Refer to the procedure needed for your transaction.

Check Paid

Use the following Check Paid procedure to close a guest check.

1. Make sure your server number is entered.
2. Enter the number of the check you are closing.
3. Press CHECK PAID. At this point, you can add additional items or a charge tip, if necessary. For a cash payment, you can also enter the amount tendered.
4. When you are ready to close the check, press the appropriate payment key. Some sample Check Paid transactions are provided here.

▹ **[check #]** CHECK PAID **[amt. tendered]** CASH

▹ **[check #]** **CHECK PAID** **[charge tip]** **CHRG TIP** **AMEX**

▹ **[check #]** **CHECK PAID** **[charge tip]** **CHRG TIP** **[swipe card]**

Notes: • *If you did not mean to pay the check, or if you entered the wrong check number, you can press ALL VOID (CANCEL) to escape from the Check Paid operation. ALL VOID is available until you press a payment key. It erases any entries you have made and allows you to escape from the check, so you can enter the correct check number.*

• *Your system can be programmed to force you to print the check before you pay it. If this restriction is enabled, and you forget to print the check, you cannot perform a Check Paid.*

Multiple Checks Paid

If your customer wants to combine the balances of two checks or tables, use the following procedure to close the guest check. The system lets you link up to 20 Guest Checks for payment.

1. Make sure your server number is logged.
2. Enter the number of the first check you want to close.
3. Press CHECK PAID.
4. Enter the number of the check you are adding to the first check.
5. Press CHECK PAID again.
6. At this point, you can add new items (gum, candy, etc.), enter an amount tendered, or enter a charge tip, if necessary.
7. When you are ready to close the checks, press the appropriate payment key.

[check #] **CHECK PAID** **[check #]** **CHECK PAID** **CASH**

Notes: • *You can enter the check numbers in any desired order.*

• *Notice, when you link Guest Checks, the items for each Guest Check are not retained. Also, the items for each Guest Check do not print at Check Print or Check Paid.*

Direct Check Paid

If you receive payment for the check before you perform a Check Print, you can use the Direct Check Paid procedure as a shortcut. This procedure allows you to bypass entering your server and check number, but it can only be used immediately after you service the check you want to pay.

1. To pay the check you just serviced, press CHECK PAID. The balance of the check remains on your screen.

2. Add new items, enter a charge tip or tender amount.

3. To finalize the check, press the appropriate payment key or swipe the credit card through the Magnetic Card Reader.

. . . SERVICE | CHECK PAID | CASH

. . . SERVICE | CHECK PAID | AMEX

. . . SERVICE | CHECK PAID | **[charge tip]** | CHRG TIP | **[swipe card]**

Check Paid by Person

If you are using person or seat numbers for your transactions, you have some additional options at Check Paid. You can, for example, close the balance of a single person on the check (and leave the remaining balances open). Or you can close the balances of two or more persons at a time. These procedures are described below.

Check Paid for an Individual Person

If only one person in the party is leaving, use the following procedure to close his balance. The remaining check balance remains open, so you can enter more items, if necessary.

1. Make sure your server number is entered.
2. Enter the check number.
3. Press CHECK PAID.
4. Enter the number of the person who is leaving.
5. Press PRSN #.
6. Enter the type of payment you received. Some examples of this procedure are shown next.

▹ **[check #]** CHECK PAID **[person #]** PRSN # CASH

▹ **[check #]** CHECK PAID **[person #]** PRSN # **[charge tip]** AMEX

Check Paid for Combined Persons

The procedure below allows you to combine and close the balances of two or more persons at a table. The remaining check balance stays open, so you can add items, if necessary.

1. Make sure your server number is entered.
2. Enter the check number.
3. Press CHECK PAID.
4. Enter the number of the first person who is leaving.
5. Press PRSN #.
6. Enter the next person number.

7. Press PRSN #.

8. Repeat, as needed.

9. Press the appropriate payment key.

[check #] CHECK PAID **[person#]** PRSN # **[person #]** PRSN #

. . . CASH -or- CHRG *(or other payment key)*

Check Paid Procedure Summary

This shows the New Check procedure to use if the system assigns guest check numbers.

1. Enter your Server #. **[server #]** SVR -or-

   SVR **[server #]** SVR

2. Enter the number of the check you want to pay. **[check #]**

3. Press CHECK PAID. CHECK PAID

4. Enter any additional items. **[items]**

5. Enter the charge tip (where applicable) **[tip amount]** CHRG TIP

6. Enter the amount tendered, if required. **[amount tendered]**

7. Press the appropriate payment key. CASH or VISA *(or other payment)*

Note: *To print a hard-copy guest check, put the check in the printer before pressing the payment key.*

Check Paid via Magnetic Card Reader

You indicate you want to pay the check, swipe the Guest Check Card and then press the media key you intend to use for payment.

CHECK PAID **[Swipe Card]** **CASH**

Manager Operations

Overview

This section describes system operations normally considered the responsibility of a manager or supervisor. Some keys and functions on your keyboard are programmed to require manager authorization. Other functions, including reports, are automatically considered the responsibility of the manager because they are accessed through the MGR Mode menu. The latter functions can only be accessed by someone who has a MGR key.

If you are in a transaction when you turn the keylock to MGR Mode, the screen looks virtually identical to the screen you see in REG Mode. If you are outside of a transaction when you turn to MGR Mode, the "MGR Mode" menu displays. This menu lists everything you can access from this keylock position.

With the exception of the Programming option, this section covers all manager operations available in MGR Mode. It includes the procedures for Manager Override, Training Mode, Server Transfer, Server Close, Daily Programs, and Reports. All procedures are performed with the keylock in MGR Mode, as noted throughout the explanations. If you need information about the MGR Mode Programming selection, please see the Manager Programming section of this manual.

Manager Log-On

The first level of security for your system is provided through the keylock. To access a particular menu, you must have access to the required key.

Keylock positions and programs can also be protected by programmable "soft" security levels. If your system takes advantage of these security levels, you must enter an authorized manager code number before you can make a selection within the menu screen. When you enter a manager code, the system assures the number is authorized for the function you selected.

If you are not prompted to enter a manager number, simply follow the normal procedure to access the program. If the "Enter Manager" error message displays, use this procedure to log onto the system.

If "Enter Manager" displays, leave your keylock in MGR Mode position.

1. Press CSHR (Cashier).
2. Enter your manager number (1-7 digits).
3. Press CSHR again. Your name replaces the cashier's name in the lower left corner of the display.

CSHR **[manager #]** **CSHR**

Notes:

1. *If, after you enter your code number, you still cannot select a particular option, your number may not be programmed with the appropriate access level.*
2. *You may be able to override a REG Mode "Call Manager" message with this procedure. If allowed, you can log on a manager number (while in REG Mode), then perform the part of the transaction that requires manager authorization. Remember to log the cashier back on when you finish the manager compulsory part of the transaction. For more details, see the Manager Override procedure.*

Manager Override

Many of the operations described in Sections 2 and 3 can be programmed to require manager authorization. The function is not allowed without manager approval. The operations that may include this restriction are noted throughout the first sections.

Some operations display "Call Manager" only under certain circumstances. The SERVICE key, for example, is usually available to everyone who operates the system. If, however, you try to close a check with a credit balance, the Service operation may prompt for a manager. A second example is the CHECK PRINT key. Normally, Check Print does not require a manager. However, Check Print may ask for a manager if someone attempts to print a check more than once.

Manager approval may also be needed when a limit is exceeded. You may, for example, have a $1.00 limit on your coupons or a $10.00 limit on an open gift certificate. An authorized person or manager can override these limits, if necessary.

Use the next procedure whenever a REG Mode operation displays the "Call Manager" message.

Turn your workstation keylock to the MGR position and repeat the portion of the transaction that requires manager approval.

[turn to MGR Mode]

Notes:

1. *Remember to turn the keylock back to REG Mode when the manager part of the transaction is completed.*

2. *You may also be able to override the manager authorization without turning the keylock to MGR Mode. If your system allows, you can use the following procedure to override the "Call Manager" message. Leave the keylock in REG Mode, then log on your manager number. Perform the part of the transaction that requires manager approval. Log the cashier back onto the system.*

Selecting Options within Manager Mode

When you turn the keylock to MGR Mode outside of a transaction, the MGR Mode menu is displayed. An example of this screen, or menu, is shown here. This procedure describes the steps you use to select an option from this menu.

1. Turn the keylock to MGR position. The screen shows the MGR Mode menu, shown here.

```
1  X (&PRGM)                                  11:15 LVL1  MGR
2  Z REPORT                                 *** MGR MODE ***
3  PTD REPORT
4  TRAINING
5  PROGRAMMING1



 MIKE
```

2. To select an option listed on this menu, enter the number listed to the left your selection.

3. Press CASH.

[option #] **CASH**

Your system advances to the menu you selected. This menu has a new list of options that relate to your original selection. For example, if you select Option 4 (Training) from the menu shown, your screen gives you options to turn on or turn off Training Mode. To select an option from this "submenu", enter the option number and press CASH. Repeat until you reach the option you need.

4. Whenever you want to escape from a menu, press CASH.

CASH

Training Mode

One of the options listed on your MGR Mode menu is Training Mode. This lets you place the workstation in a "practice" operating mode. New cashiers and servers can use this feature to get hands-on system experience, without affecting daily totals. You can use it for any of the REG Mode transactions described in Section 2 or Section 3 of this manual. Transactions you enter affect only the Training Grand Total.

Use these procedures to turn on or turn off Training Mode.

Turning On Training Mode

Use this procedure to place the workstation in Training Mode.

1. Turn the keylock to MGR position. The MGR Mode menu is displayed.

2. Select the Training Mode option. The Training Mode menu, shown here, is displayed.

   4 **CASH**

   Note: If "Enter Manager" displays, you must enter a valid manager number before you can select this option. (See Manager Log-on).

```
                              11:15 LVL1  MGR
                             *** TRAINING ***
     ■ 0  REGISTER

       1  TRAINING




   JOHN
```

3. Select Training Mode.

   1 **CASH**

4. Press CASH to exit the Training Mode menu.

5. Turn your keylock back to REG Mode and remove the key.

CASH

Note: Any Cash Drawers or Remote Printers connected to this workstation may be disabled in Training Mode.

Turning Off Training Mode

To leave Training Mode, use this procedure to resume normal REG Mode operations.

1. Make sure all training mode transactions and checks are closed before you start.

2. When all Training Mode transactions are finalized, turn the keylock to MGR Mode.

3. Select Training Mode. The Training Mode menu, shown here, is displayed.

4 **CASH**

Note: If "Enter Manager" displays, you must enter a valid manager number before you can continue. (See Manager Log-on).

```
                                   11:15 LVL1  MGR
                                 *** TRAINING ***
      0  REGISTER

   ■  1  TRAINING




 JOHN
```

4. Select Register Mode. This option turns off Training Mode and places the system in normal registration mode.

0 **CASH**

5. Press CASH to exit Training Mode.

6. Turn your keylock back to REG Mode and remove the key.

CASH

Note: Your system printers and coin dispensers are reactivated as soon as you take the workstation out of Training Mode.

Accounting Functions

The X (& PRGM) selection on your MGR Mode menu gives you access to a number of accounting functions: Received-on-Account, Paid-Out, Deposits, and Tender Correction.

Deposit and Tender Correction functions are only available within MGR Mode (although your system may allow deposits during the System Close Report). You can use these functions to add information to your reports or make your report totals more accurate.

Refer to the Received-on-Account, Paid-Out, Deposit, or Tender Correct procedure you need.

Received-on-Account

The Received-on-Account (R/A) function increases the cash drawer accountability. You can use it when you enter an initial bank to the drawer or to record a loan to the drawer.

1. Turn the keylock to MGR Mode. The MGR Mode menu displays.

2. Select the X (& PRGM) option. Your screen advances to the X1 Mode menu. An example of this menu is shown below.

1 **CASH**

```
1  STOREWIDE REPORT                  11:15 LVL1  MGR
2  TERMINAL REPORT                  *** X1 MODE ***
3  R/A  &  P/O
4  TIME CLOCK DATA EDIT
5  PROGRAM
6  SERVER TRANSFER



 PAUL
```

Note: The option names on your screen may vary from the example above.

3. Select Option 3 ("R/A & P/O" on the previous example). The screen advances to the menu shown next.

3 **CASH**

```
1  R/A                               11:15 LVL1  MGR
2  R/A 2                            *** R/A & P/O ***
3  P/O                                N CASH
4  P/O 2
5  DEPOSIT
6  TENDER CORRECT



 MIKE
```

Note: The option names on your screen may vary from the above example.

4. Options 1 and 2 (on the above example, "R/A" and "R/A 2") are both types of Received-on-Account functions. Select the option you need.

[**1** or **2**] **CASH**

5. Enter the amount you received.

6. Press CASH.

[amount] CASH

Note: If you enter an incorrect amount, you can enter the incorrect amount, press VOID, then press CASH. To escape from this screen, press CASH.

7. Press CASH once to go back to the X1 Mode menu.

8. Press it again to return to the MGR Mode menu.

CASH CASH

Paid-Out

The Paid Out (P/O) function decreases cash drawer accountability. You can use it when the amount of cash in your drawer exceeds the recommended limit or to enter a final cash pickup at the end of a shift. Use the following procedure to enter a Paid Out from the MGR Mode menu.

1. Turn the keylock to MGR Mode.

2. Select the X (& PRGM) option. Your screen advances to the X1 Mode menu, illustrated in the example below.

1 CASH

```
1  STOREWIDE REPORT                      11:15 LVL1  MGR
2  TERMINAL REPORT                      *** X1 MODE ***
3  R/A  &  P/O
4  TIME CLOCK DATA EDIT
5  PROGRAM
6  SERVER TRANSFER


 PAUL
```

Note: The option names on your screen may vary from the example shown.

3. Select Option 3 ("R/A & P/O" in the above example). Your screen advances to this new menu.

3 **CASH**

```
1  R/A                                   11:15 LVL1  MGR
2  LOAN                                *** R/A & P/O ***
3  P/O
4  PICK-UP
5  DEPOSIT
6  TENDER CORRECT




 MIKE
```

Note: The option names on your screen may vary from the example.

4. Options 3 and 4 (on the above example, "P/O" and "Pick-up") are both types of Paid Out functions. Select the option that applies to the type of Paid Out you are entering.

[**3** or **4**] **CASH**

5. Enter the amount you are paying out.

[amount] **CASH**

Note: If you enter an incorrect amount, you can enter the incorrect amount, press VOID, then press CASH. To escape from this screen, press CASH.

6. Press CASH once to return to the X1 Mode menu.

7. Press it again to return to the MGR Mode menu.

CASH **CASH**

Deposits

Another accounting function listed in the X1 Mode menu is Deposit. This function allows you to note your daily deposits. In many restaurants where this entry is required, System Close procedure prompts you for a Deposit entry. This procedure is most often used when the entry is optional.

1. Turn your keylock to MGR Mode.

2. Select the X (& PRGM) option. Your screen advances to the X1 Mode menu.

1 **CASH**

3. Select Option 3. Your screen advances to the menu shown next.

3 **CASH**

```
1  R/A                                   11:15 LVL1  MGR
2  R/A 2                               *** R/A & P/O ***
3  P/O
4  PICK-UP
5  DEPOSIT
6  TENDER CORRECT



 ANDY
```

Note: The option names on your screen may vary from the above example.

4. Select the Deposit option. Your screen advances to the Deposit menu.

5 **CASH**

```
#   AMOUNT                           11:15 LVL1  MGR
1          .00                            *** DEPOSIT ***
2          .00
3          .00                         (#)  SBTL
4          .00                         (AMOUNT)  CASH
5          .00
TOTL       .00



ANDY
```

Note: Initially, five lines of deposits display. You can press SBTL to display up to five additional (for a total of ten) deposits.

5. You can enter up to ten daily deposits. Move your cursor to the first available line.

6. Enter the deposit amount.

[line #] SBTL **[deposit amount]** CASH

Note: If you make a mistake, return to the line with the error. Re-enter the incorrect amount, press VOID, then press CASH.

7. Repeat Step 5 for each deposit you need to enter.

8. When all deposits are entered, press CASH.

CASH

9. Verify your entries. If you need to make changes, go back to Step 5. If everything is correct, press CASH to go back to the X1 Mode menu. Press CASH again to go back to the MGR Mode menu.

[verify your entries] CASH CASH

Tender Correction

Tender Correction is another accounting function you can access through the X1 Mode menu. This option allows you to adjust a transaction total tendered on the wrong payment key. If, for example, you accidentally close a guest check with cash instead of a credit card, you can use Tender Correction to fix the error. Use the following procedure to transfer a dollar amount from one payment total to another.

1. Turn the keylock to MGR Mode.

2. Use the following sequence to select the R/A & P/O option (Option 3 on your screen). The screen advances to this new menu.

   1 **CASH** **3** **CASH**

3. Select Tender Correct. The screen advances to the Tender Correction screen, shown below. If "Enter Manager" appears, you must enter your manager number before continuing. (See Manager Log-on).

   6 **CASH**

```
  * TENDER CORRECT *              11:15

  (LINE#)  CSHR  - (CORR AMT)  CASH

 ■1  CORR AMT            .00
  2  FROM
  3  TO



GEORGE
```

4. Position the cursor on the Correction Amount (CORR AMT) line.

5. Enter the dollar amount entered on the wrong payment key.

6. Press CASH.

[**1** **CSHR**] **[amount]** **CASH**

For example, if you entered $10.00 on the wrong payment key, enter 1000 and press CASH.

7. Your cursor should now be at Line 2 (From). If it is not, enter 2 and press CSHR. Enter the number of the payment key used for the incorrect transaction. Press CASH.

Note: You can press the Menu Look-Up key to list the payments with their associated code numbers. Press CLEAR to leave the displayed list.

[**2** **CSHR**] **[payment #]**

For example, if you incorrectly tendered 10.00 on the Cash key, enter 11 and press CASH.

8. Make sure your cursor appears on Line 3 (To). If it does not, enter 3 and press CSHR.

9. Enter the number of the correct payment key for the transaction.

10. Press CASH.

[**3** **CSHR**] **[payment #]** **CASH**

If, for example, $10.00 should have been tendered on Charge 1, enter 1 and press CASH.

11. Make sure all your entries are correct. If not, make any adjustments now.

12. When everything is correct, press CASH to exit the Tender Correct procedure.

CASH

Note: The amount you entered is transferred to the correct payment key. Your system displays the Manager Mode menu. Stay in the menu or turn the keylock, as needed.

Time Clock Editing

Another option listed on the X1 Mode menu is Time Clock Data Edit. Use this option to make corrections to an employee's hours or job code selection. This option is only listed (and only available) at the System Master. Refer to the Daily, Weekly, or Monthly description that applies to the period you want to edit.

Daily Edits

Use the following procedure to make changes to today's entries. If, for example, an employee forgets to clock in at the beginning of their shift, you can use this option to manually enter the clock-in time. Or, if an employee clocks in with the wrong job code, you can correct the job code assignment.

You can enter daily edits until you reset the daily Timekeeping Report. Once you reset this report, today's totals are added into the Weekly Report.

1. Turn the keylock at the System Master to MGR Mode.

2. Select the X1 (&PRGM) option.

3. Select the Time Clock Data Review/Edit option.

   [1] [CASH] [4] [CASH]

   The screen advances to the Time Clock Edit/Review Menu, shown next.

```
                                 11:15  LVL1  X1
                           ** TIME EDIT/REVIEW **
   1  DAILY EDIT
   2  WEEKLY EDIT
   3  PERIOD EDIT



  GEORGE
```

Note: To escape from Time Edit, press CASH now.

4. Select the Daily Edit option.

1 **CASH**

5. Enter the number of the employee whose hours you need to change. The screen displays the current employee information.

[employee #] **CSHR**

```
#001  JIM                                   18:15 LVL1 X1
 1234567890    1 SERVER                   ** DAILY DATA **
ADR  IN    OUT   JOB #                      (EMPL#) CSHR
1  08:30  10:00   1                          (ADR#) SBTL
2  10:15  12:30B  1                          (JOB#) CASH
3  13:30  15:30   2                          (TIME) IN/OUT
4  15:45  18:00   1                                 /BREAK


  GEORGE
```

Note: The 'B' next to an employee's hours indicates a break entry.

6. Move the cursor to the line (1-4) that has the entry you must change.

[line #] **SBTL**

7. To change the job code assignment, go to step 6. To change a time entry, enter the new time.

8. Press the CLOCK IN, CLOCK OUT, or BREAK key (depending upon the entry you are changing).

Clock-in change: **[new time]** **CLOCK IN**

-or-

Clock-out change: **[new time]** **CLOCK OUT**

-or-

Break change: **[new time]** **BREAK**

9. To change a job code, enter the new job code number.

10. Press CASH.

[job code #] **CASH**

11. Repeat Steps 4 - 6 for each correction you need to make for this employee. All of your adjustments are noted on the Timekeeping Reports with an asterisk (*).

12. Repeat Steps 3 - 7 for each additional employee who has hours you must change.

13. Press CASH twice to go back to the MGR Mode menu.

CASH **CASH**

The system prints a receipt to show the changes you entered. A sample of this printout is shown here.

```
                 **  DAILY EDIT  **
Employee #--     #001    IN              --Type of Change
  Correction--    09:00  ->  08:00         (Clock-In)
Employee #--     #001
  Correction--   JOB#02  -> JOB#01       --Type of Change
                 JACK                      (Job Code)
                 JULY 4'94    0001
                 No0246 13:35  #01
```

Weekly Time Clock Edits

When you reset the daily Timekeeping Reports, employee hours are accumulated into a weekly total, broken down by job code. Use the following procedure to change the cumulative hours worked in any of the four job codes associated with the employee.

You can use the Weekly Edit procedure at any point prior to resetting the Weekly (Z2) Timekeeping Report. When you reset this report, the weekly totals are transferred to the monthly report area.

1. Turn the keylock at the System Master to MGR Mode.

2. Select the X1 Mode (&PRGM) option.

3. Select the Time Clock Data Review/Edit option.

   1 **CASH** **4** **CASH**

   The screen advances to the Time Clock Edit/Review Menu, shown here.

```
                                        11:15  LVL1  X1
                                    ** TIME EDIT/REVIEW **
  1  DAILY EDIT
  2  WEEKLY EDIT                            N CASH
  3  PERIOD EDIT




GEORGE
```

4. Select Weekly Edit.

   2 **CASH**

5. Enter the number of the employee whose hours you need to change. The screen

displays the current employee information.

[employee #] CSHR

```
#001  DON                                   18:15 LVL1 X1
 0987654321    1 SERVER                   * WEEKLY DATA *
ADR  R_HR   O/T   JOB #                     (EMPL#) CSHR
1  032.50 002.25  1                          (ADR#) SBTL
2  007.50 000.00  1                          (R_HR) IN
3                                            (O/T ) OUT
4


  GEORGE
```

Note: This screen shows the regular and overtime hours the employee has worked for each of four available job codes. You ***cannot*** *change the listed job codes assignments.*

6. Move the cursor to the line (1-4) with the entry you must change.

[line #] SBTL

7. If you are changing the regular hours for this job code, enter the correct number of hours and press CLOCK IN. If you are changing the overtime hours, enter the correction and press CLOCK OUT.

Regular hours: **[correct # hours]** CLOCK IN

- or -

Overtime: **[correct # hours]** CLOCK OUT

8. Repeat Steps 4 and 5 for each correction you need to enter for this employee's weekly totals. An asterisk (*) notes your corrections on the Timekeeping Report.

9. Repeat Steps 3 through 6 for each employee who has weekly hours you must

correct.

10. When all of your adjustments are complete, and you are ready to return to MGR Mode, press CASH twice.

CASH **CASH**

Monthly Time Clock Edits

As you reset the weekly Timekeeping Reports, employee hours are accumulated into a Monthly (or other period you define) total. These monthly totals show the employee's regular and overtime hours, broken down by job code. You use the Monthly Edit procedure if you must adjust any of the employees' cumulative monthly hours.

You can make changes to the monthly totals at any point prior to resetting the Monthly (Z3) Timekeeping Report.

1. Turn the keylock on the System Master to MGR Mode.

2. Select the X1 (&PRGM) option.

3. Select the Time Clock Data Review/Edit option.

1 **CASH** **4** **CASH**

The screen advances to the Time Clock Edit/Review menu, shown next.

```
                                        11:15  LVL1  X1
                                   ** TIME EDIT/REVIEW **
  1  DAILY EDIT
  2  WEEKLY EDIT
  3  PERIOD EDIT




GEORGE
```

4. Select Period Edit.

3 **CASH**

5. Enter the number of the employee whose hours you need to change. The screen displays the current employee information.

[employee #] **CSHR**

```
#001  JEFF                                 18:15 LVL1 X1
 1112223334    5 HOST                    * PERIOD DATA *
ADR  R_HR   O/T   JOB #                   (EMPL#) CSHR
1  30.000 003.50   5                       (ADR#) SBTL
2  10.000 000.00   1 SERVER                (R_HR) IN
3                                          (O/T ) OUT
4



  GEORGE
```

Note: This screen shows the regular and overtime hours the employee has worked for each of his available job codes. You ***cannot*** *change the listed job codes assignments.*

6. Move the cursor to the line (1-4) with the entry you must change.

[line #] **SBTL**

7. If you are changing the regular hours for this job code, enter the correct number of hours and press CLOCK IN. If you are changing the overtime hours, enter the correction and press CLOCK OUT.

Regular hours: **[correct # hours]** **CLOCK IN**

- or -

Overtime: **[correct # hours]** **CLOCK OUT**

8. Repeat Steps 4 and 5 for each correction you must enter for this employee's

monthly totals. Your corrections are noted, on the Timekeeping Reports, with an asterisk (*).

9. Repeat Steps 3 through 6 for each employee who has monthly hours you need to correct.

10. When all of your adjustments are complete and you are ready to return to MGR Mode, press CASH twice.

CASH **CASH**

Note: The system prints a record of your changes. You can check this printout to make sure you have entered all needed corrections. An example of this printout is shown at the end of the Daily Edit procedure.

Server Transfer

Ideally, servers can close all of their open checks before they go off-shift. If, however, the server's shift ends, and checks are still open, you can use the following procedure to transfer the open checks to a new server. Server Transfer can be accomplished in two manners. You may transfer a one check or a block of checks at a time. Refer to the most convenient procedure.

Transferring One Guest Check at a Time

If the server has only one outstanding check, you can use the Server Transfer procedure described below. This procedure, which transfers one check at a time, can be performed in REG Mode. In most instances, however, MGR Mode is required to help prevent errors.

1. With the keylock in the REG Mode position, enter the number of the server who is now responsible for the check.

2. Press SVR (Server).

3. Enter the number of the guest check to be transferred.

4. Press the CHECK # (or Check Recall or PB) key.

[original server #] **SVR** **[guest check #]** **CHECK #**

The current check balance displays.

5. Enter the number of the server to whom you are transferring the check.

6. Press SVR.

Note: If "Call Manager" or a similar message displays, you must turn the keylock to MGR Mode before you enter the new server number.

[new server #] **SVR**

7. The new server name displays on your screen. This server is now responsible for the guest check. Service the check to store the new information.

8. Press SERVICE.

SVC

Note: You can repeat this process for as many open checks as needed. To transfer a block of checks, see the procedure on the next page.

Transferring a Range of Checks

To transfer a block of open checks to a new server, you can use the MGR Mode Server Transfer procedure. This procedure is listed under the X1 Mode menu. You can use it whenever you need to transfer several open checks from one server to another.

1. Turn the keylock to the MGR Mode. The MGR Mode menu displays.

2. Use the following sequence to select the Server Transfer option.

1 **CASH** **6** **CASH**

The Server Transfer screen displays. An example of this screen is shown next.

```
* SERVER TRANSFER *              16:10 LVL1

(1)   N1 SRVR#  N2 SRVR#     BEGN
(2)   N2 GCK    N4 GCK       END

SRVR FROM
     TO
```

3. Enter the number of the server whose checks are being transferred. After you enter the number, the server's name displays beside the "Server From" line.

   [server #] SVR

4. Enter the number of the server to whom the checks are being transferred. After you enter the number, this server's name displays beside the "To" line.

   [server #] SVR

5. Enter the first check number in the range you are going to transfer.

6. Press CHECK # (or Check Recall or PB) key.

7. Make sure you enter the *lowest* number in the block of checks being transferred. Your entry displays next to the "Begin" line.

   [check #] CHECK #

Note: If you are not sure which checks are outstanding, you can take an open check report. To transfer all open checks assigned to this server, you can use '1' for the lowest check number and '99999999' for the highest check number.

8. Enter the number of the last check to be transferred.

9. Press the CHECK # (Check Recall) key.

10. Make sure you enter the highest number in the range of checks you are going to transfer. Your entry displays next to the "End" line.

[check #] CHECK #

Note: The system sorts through the specified range of checks. Open checks assigned to the first server you entered are transferred to the second server. The second server becomes accountable for the entire range of transferred checks.

11. The system reports the transferred checks for your reference. Press CASH to escape this menu.

CASH

12. Press CASH again to return to the MGR Mode menu.

CASH

Server Close

The last option listed on the X1 Mode menu is Server Close. Use Server Close at the end of a shift to declare tips and report the servers daily totals.

Note: Server Close is not listed in the initial X1 Mode screen. You can press the Cursor Up key to view the option. Or just continue to the steps below.

1. Turn your keylock to MGR Mode.

2. Use the following sequence to go into the Server Close menu, shown here.

1 CASH 7 CASH

```
01 ANGIE      07 JESSE          11:15
02 SARA       08 PEGGY          * SRVR CLOSE *
03 WENDY      09 LINDA           N (SERVER #)
04 DONNA      10 RITA            --- CASH CASH
05 MICHELLE   11 CHERIE          PAGE:    SBTL
06 SHEILA     12 AMANDA          EXIT:  0 CASH
```

3. If you know the number of the server you need to close, go to Step 4. If you do not know the server number, the screen can list it for you. Press SBTL until the server's name and number display. When you have the number, go to Step 4.

If you do not know the server number: **SBTL** *(repeat as needed)*

4. Enter the number of the server you need to close.

[server #] **CASH**

Note: The cursor displays beside the server number you selected. If you entered the wrong server number, repeat Step 4.

5. Press CASH again to start the Server Close. If this server has open checks, the system lists them for you. You should close or transfer the checks before continuing.

CASH

6. If it is enabled, the Tip Declaration screen now displays. If the Tip Declaration screen does not display, go to Step 9.

```
*** TIP DECLARE ***                  11:15 LVL1
N  (SERVER#)  CASH  CASH

EST TIP                 58.00
TIP                     00.00
CHARGE TIP        48.00
TOTAL TIP               48.00
                        10.00
```

Note: "Est. Tip" is derived from a percentage (usually 8%) of the server's sales. It may be disabled, if desired. The last line, which displays the difference between tips declared and the Estimated Tip, is also optional.

7. Enter the cash tips you want to declare.

[cash tip amount] CASH

8. If the sum of the Cash Tips and Charge Tips is less than the Estimated Tips amount, your screen can display the difference in reverse video. Repeat Step 7, if necessary.

9. Verify your entries and make any necessary changes.

10. If everything is correct, press CASH to start the report.

CASH

11. Press CASH to leave the Server Close menu.

CASH

X1 Mode Programs

One of the options listed on the MGR Mode menu is the X (& PRGM) option. As discussed earlier in this section, this option gives you access to a number of accounting functions. It also gives you access to basic programs you may need to use on a daily basis: PLU Shift Level, Starting Order #, Remote Steering, Drawer Assignment, Server Enable/ Disable, and Initial Guest Check #. Because they are listed under the X1 menu, these programs are referred to as "X1 Mode" programs. Refer to the description of the program you need.

PLU Shift Level Program

This program locks your keyboard into a particular PLU shift level. The shift level you select remains active until you change it. It affects every menu item you enter. Remember, your items must be programmed to accommodate this function. If your program does not accommodate the level you select, "Invalid" displays each time you attempt to register an item. Use this procedure to adjust the shift level for this workstation.

1. Turn your keylock to MGR Mode.

   Your screen advances to the MGR Mode menu, shown below.

```
1  X (&PRGM)                                11:15 LVL1  MGR
2  Z REPORT                               *** MGR MODE ***
3  PTD REPORT
4  TRAINING
5  PROGRAMMING1




 MIKE
```

2. Select the X (& PRGM) option. If an "Enter Manager" message displays, you must enter your manager number before continuing. (See the Manager Log-on procedure in this section.)

   1 **CASH**

```
1  STOREWIDE REPORT                           11:15 LVL1  MGR
2  TERMINAL REPORT                           *** X1 MODE ***
3  R/A  &  P/O
4  TIME CLOCK DATA EDIT
5  PROGRAM
6  SERVER TRANSFER



 PAUL
```

Note: The terminology on your screen may vary from the example above.

3. Select the Program option. Your screen lists the X1 Mode programs.

5 **CASH**

```
1  PLU SHIFT                                  11:15 LVL1  MGR
2  ORDER # START                             ** X1 PROGRAM **
3  REMOTE STEERING
4  DRAWER ASSIGN
5  SERVER DISABLE
6  GCK # START



 PAUL
```

4. Select the PLU Shift Level program. Your screen displays the PLU Shift Level menu. The current shift level setting also displays for reference.

1 **CASH**

```
*** PLU SHIFT ***                                11:15 LVL1  MGR
                                               ** X1 PROGRAM **
N  CASH

1  SHIFT1     (current shift level)



 PAUL
```

5. Enter the number (0-9) of the shift level you want to set. Your selection displays on the screen. If a special description has been programmed for the Shift Level, it displays to the right of the level number. (In the above example, "Shift1" is the level description.)

[shift level #] CASH

6. Press CASH to go back to the X1 Mode menu. You can remain in this menu to select another X1 Mode function, if necessary.

CASH

7. Press CASH a second time to return to the MGR Mode menu.

CASH

Note: If "Invalid" displays when you attempt to register an item, you may have selected an invalid shift level or your system may not be set up for shift levels.

Multiple Price Levels

In addition to using Price Levels via the shift key, your system lets you set the pricing for specific days of the week and times of the day. You set the time ranges for the price and have as many as four price levels available to use this way. You use the System Flags to establish the price time ranges. (System Flags 310-322)

The fields added to the PLU file prevent you from downlining the data for MR2.1/2.5.

Starting Order

If you use order numbers instead of check numbers, you can use this X1 program to change the current number. Order numbers begin at #1 and increase, until they roll over at #99. To change the current number, use the following procedure at the start of the day.

Note: Repeat these steps at each workstation with an Order # you want to change.

1. Turn your keylock to MGR Mode.

2. Select the X (& PRGM) option. The screen displays the X1 Mode menu, shown below. If "Enter Manager" displays, you must enter your manager number before continuing.

   1 **CASH**

```
1  STOREWIDE REPORT                          11:15 LVL1  MGR
2  TERMINAL REPORT                          *** X1 MODE ***
3  R/A  &  P/O
4  TIME CLOCK DATA EDIT
5  PROGRAM
6  SERVER TRANSFER



  PAUL
```

3. Select the Program option.

   5 **CASH**

4. Select the Starting Order # Program (Program 2).

   2 **CASH**

5. The screen displays the current order number. Enter the new order number.

6. Press CASH. You can enter any number between 1 and 99.

   Note: Zero (0) is not a valid entry. The most significant digit of the order number is based on the Workstation ID #. For example, Workstation #1 issues orders #101 through #199. Workstation #2 issues orders #201 through #299, etc.

   [order #] **CASH**

```
* ODR # START *                              11:15  LVL1
                                          ** X1 PROGRAM **

ODR #  ---  01 CASH






 PAUL
```

   Note: The order number you selected displays. In the above example, the selected order number is 01.

7. Press CASH to return to the X1 Mode menu. You can remain in this menu to select another X1 Mode function, if necessary.

   CASH

8. Press CASH a second time to return to the MGR Mode menu.

   CASH

Remote Steering

Another program listed on the X1 Mode Program menu is Remote Steering. This program directs your menu item steer flags to the appropriate remote printer or video. Your POS dealer usually defines the normal settings for this program. You may, however, need to make changes to adjust to your high and low volume hours.

In the PLU Program, your menu items are assigned Steer Flags. Use the following procedure to direct the Steer Flags to a remote (kitchen) printer or a kitchen video monitor.

1. Turn your keylock to MGR Mode.

2. Select the X (&PRGM) option. Your screen advances to the X1 Mode menu.

   1 **CASH**

3. Select the Program option. The screen lists the X1 Mode programs. If "Enter Manager" displays, you must enter your manager number before you can continue with this procedure. (See the Manager Log-on Procedure.)

   5 **CASH**

```
1  PLU SHIFT                          11:15 LVL1  MGR
2  ORDER # START                    ** X1 PROGRAM **
3  REMOTE STEERING
4  DRAWER ASSIGN
5  SERVER DISABLE
6  GCK # START

 PAUL
```

4. Select Remote Steering. The screen advances to the menu shown next.

   3 **CASH**

```
* REMOTE STEERING *           11:15 LVL1  MGR
                             ** X1 PROGRAM **

           STEER#  6  5  4  3  2  1
R/P, S/P(ID)---   00 00 00 00 00 00
KVS MODE#   ---    0  0  0  0  0  0    CSHR
```

Note: The numbers to the right of the "R/P Steer", "KVS Mode", messages represent the current settings for this program. You may want to make a note of the settings before you make any changes.

5. Use the following procedure to change the Remote Printer Steering. Go to Step 6 if you need to change the Kitchen Video Steering. The 12-digit positions listed beside the R/P Steer message correspond to Steer Flags (S.F.) 6 through 1. In each position, enter the 2-digit number of the printer or workstation to which the Steer Flag is directed.

[-- -- -- -- -- --] **CASH**

A B C D E F

A - enter the Printer # for S.F. 6
B - enter the Printer # for S.F. 5
C - enter the Printer # for S.F. 4
D - enter the Printer # for S.F. 3
E - enter the Printer # for S.F. 2
F - enter the Printer # for S.F. 1

Note: Enter '0' for any positions (A-F) you are not using. Enter 1-6 to direct the steer flag to a printer number. If, for example, Steer Flag 1 should report to Printer 2, enter '82' in the last position (F).
Enter 1-20 for Shared Printer (W/S #).
Enter 81-88 for Remote Printer (Printer #).

6. Use the following procedure to change the steering assignments of the kitchen video monitors. The six digit positions listed to the left of the KVS Steer message correspond to Steer Flags (S.F.) 6 through 1. Enter the number of the video monitor (0-9) to which each Steer Flag is directed. If, for example, you want to direct Steer Flag 3 to KVS #4, enter a '4' in position D.

[__ __ __ __ __ __] **SBTL**

A B C D E F

A - enter the KVS # for S.F. 6
B - enter the KVS # for S.F. 5
C - enter the KVS # for S.F. 4
D - enter the KVS # for S.F. 3
E - enter the KVS # for S.F. 2
F - enter the KVS # for S.F. 1

Note: Use the following entries.
1= KVS 1, CRT 1 4= KVS 2, CRT 1
2= KVS 1, CRT 2 5= KVS 2, CRT 2
3= KVS 1, CRT 3 6= KVS 2, CRT 3
Enter a zero (0) for positions A-F you are not using.

7. Press CASH to go to the X1 Mode menu. You can stay in this menu to select another X1 Mode option.

CASH

8. When you want to return to the MGR Mode Menu, press CASH.

CASH

Drawer Assignment

In a two-drawer system, you use X1 Mode Program 4 to assign the drawer to a cashier. When the cashier logs on, the system checks this program to determine which drawer is activated. Use this procedure for drawer assignment.

1. Turn the keylock to MGR Mode.

2. Select the X (& PRGM) option. Your screen advances to X1 Mode menu.

1 **CASH**

3. Select the Program option. Your screen lists the available X1 Mode programs.

5 **CASH**

```
1  PLU SHIFT                          11:15 LVL1  MGR
2  ORDER # START                   ** X1 PROGRAM **
3  REMOTE STEERING
4  DRAWER ASSIGN
5  SERVER DISABLE
6  GCK # START






 PAUL
```

4. Select the Drawer Assignment option.

4 **CASH**

5. Enter the number of the cashier you are assigning.

6. Press CSHR.

[cashier #] **CSHR**

```
* DRAWER ASSIGN *              11:15 LVL1  MGR
                             ** X1 PROGRAM **
(CSH#)  CSHR    (N)  CASH

 CSHR   1         N= 0 DRAW A
                     1      B
 JIM       A
```

Note: The current drawer assignment (A or B) displays beside the cashier's name. In this example, Cashier #1 (Jim) is assigned Drawer A.

7. Enter '0' if this cashier is using Drawer A. Enter '1' if this cashier is using Drawer B.

8. Press CASH.

[0 or 1] **CASH**

9. When you are ready to leave this program, press CASH. You can select another X1 Mode program, if necessary.

CASH

10. Press CASH when you are ready to return to MGR Mode.

CASH

Server Disable

Use X1 Mode Program 5 to help prevent unauthorized use of specific server numbers. The numbers you enter in this program cannot be used for daily operations until they are re-enabled. Use the following procedure to disable or enable a server number.

> *Note: This procedure disables the server number at the workstation where it is entered. If you want to prevent use system-wide, you must repeat the procedure at each workstation.*

1. Turn the keylock to MGR Mode.

2. Select the X (& PRGM) option. Your screen displays the X1 Mode menu.

   [1] **[CASH]**

3. Select the Program option. Your screen displays a list of the available X1 Mode programs.

   [5] **[CASH]**

4. Select the Server Disable program. If an "Enter Manager" message displays, you must log on a valid manager number before you can continue. (See the Manager Log-On procedure, described earlier in this manual.) The screen advances to the Server Disable menu.

   [5] **[CASH]**

5. Enter the number of the server whose status you need to change. Your screen advances to the menu shown on the next page.

   [server #] **[CSHR]**

```
* SERVER DISABLE *                     11:15 LVL1  MGR
(SRV#)  CSHR   (N)  CASH             ** X1 PROGRAM **

 SRVR   9       N = 0  ENABLE
                    1  DISABLE

 BARNEY    0
```

Note: The current status this server displays beside the server's name. In this example, Server #9 (Barney) is enabled.

6. a) To disable the server number, type 1.

   b) Press CASH.

   1 **CASH**

   c) To enable the server number, type 0.

   d) Press CASH.

   0 **CASH**

7. Repeat Steps 5 and 6 for each server whose status you must change.

8. Press CASH to return to the X1 Mode menu.

   CASH

9. Press CASH again to return to the MGR Mode menu.

   CASH

Starting Guest Check Number

You can use the Starting Guest Check Number program if your system automatically assigns guest check numbers. System-assigned Guest Check numbers start at #1 and continue through #99999999. If the numbers become too large to handle conveniently, you can use X1 Mode Program 6 to enter a new starting number.

Important: *This program should only be used when there are no open guest checks.*

1. Turn the keylock at the Guest Check Master to X1 Mode.

2. Select the X (& PRGM) option. The screen advances to the X1 Mode menu.

   1 **CASH**

3. Select the X1 Program option. Your screen displays the available X1 Mode programs. If an "Enter Manager" message displays, you must log on a manager number before continuing.

   5 **CASH**

```
1  PLU SHIFT                                11:15 LVL1  MGR
2  ORDER # START                          ** X1 PROGRAM **
3  REMOTE STEERING
4  DRAWER ASSIGN
5  SERVER DISABLE
6  GCK # START




 PAUL
```

4. Select the Starting Guest Check program. Your screen displays the Starting Guest Check Number menu.

6 **CASH**

```
           * GCK # START *                   11:15 LVL1  MGR
                                           ** X1 PROGRAM **


            GCK #   ---   00000001  CASH
```

5. Enter the new starting point for guest check numbers. Note that '0' is not a valid guest check number.

   Important: *Make sure there are no open guest checks.*

   [starting check #] **CASH**

6. Press CASH to exit to the X1 Mode Menu.

   CASH

7. Press CASH again to exit to the MGR Mode menu.

   CASH

Inventory

You have several functions to assist with inventory maintenance: Actual Inventory, Receipt, Transfer-In, Transfer-Out, and Waste. If you are using inventory, System Close and System Open prompt you to enter inventory adjustments. To enter updates during the day, you can use the X1 inventory procedures described in this section.

Actual Inventory

The handling for X1 Mode Actual Inventory entries depends upon your system programming. Your system can be set up to let you use the following procedure to get a temporary usage calculation. The calculation and your X1 Mode Actual Inventory entry reset as soon as you leave this menu. If your system is set up in this manner, you can only record Actual Inventory shelf counts in the System Close and System Open menus.

If you do not need temporary usage calculations, your system can be set up to record X1 Mode Actual Inventory entries. With this set-up, you can use the following procedure to enter Actual Inventory shelf counts during the day. You can also enter Actual Inventory adjustments during System Close or System Open.

1. With the keylock at the System Master in MGR Mode, use this sequence to go into the X1 Terminal Reports screen.

   1 **CASH** **2** **CASH**

2. Use these steps to access Inventory Data Input.

   1 **3** **CASH** **1** **CASH**

3. Enter the number of the ingredient for which you are entering Actual Inventory.

4. Press CSHR.

   [ingredient #] **CSHR**

After you select an ingredient, the screen advances to the menu shown here.

```
  ING#     1   PATTY               23:09 LVL1
                                 ** INVENTORY **
■ 1  ACT INV   0000.00
  2  RECEIPT   0000.00           (ING#)  CSHR
  3  TRNS IN   0000.00           (MENU#) SBTL
  4  TRNS OUT  0000.00           (Q'TY)  CASH
  5  WASTE     0000.00



  PAUL
```

5. Move the cursor to the Actual Inventory line, and enter the count (0 - 9999.99) for this ingredient.

Example: *If you have 25.5 of this ingredient, enter 25.50 CASH.*

1 **SBTL** **[count]** **CASH**

6. Check your entry. If it is correct, press CASH.

Note: To change your entry, enter the correct amount and press CASH.

CASH

7. To print a report of your entry, use the following sequence. If not, go to step 8.

1 **CASH**

8. To leave the Inventory screen, press CASH.

CASH

Receipts

Use the Receipt Procedure, described below, to record inventory you receive from a vendor. You can use the following procedure at any time during the day. Or you can enter daily inventory receipts at System Close or System Open.

1. With the keylock at the System Master in MGR Mode, use this sequence to go to Terminal X1 Report.

2 **CASH** **1** **CASH**

2. Use these steps to select Inventory Data Input.

1 **3** **CASH** **1** **CASH**

3. Enter the number of the ingredient you received.

4. Press CSHR.

[ingredient #] **CSHR**

```
ING#     2   CHICKEN              23:09 LVL1
                                ** INVENTORY **
■ 1  ACT INV   0000.00
  2  RECEIPT   0000.00           (ING#)  CSHR
  3  TRNS IN   0000.00           (MENU#) SBTL
  4  TRNS OUT  0000.00           (Q'TY)  CASH
  5  WASTE     0000.00



  PAUL
```

5. Move the cursor to the Receipt line (Line 2).

2 **SBTL**

6. Enter the amount of this ingredient you received. You can enter 0 to 9999.99.

7. Press CASH.

   Example: If you received 10 units of this ingredient, enter 1000 CASH.

   [quantity] **CASH**

8. Repeat Steps 3 - 7 for each ingredient you received.

9. Check your entries. If everything is correct, press CASH to continue.

   Note: If you entered an incorrect quantity, return to the line with the error. Enter the adjustment amount and press VOID. Then press CASH.

10. To leave this menu, press CASH.

    CASH

11. Report your inventory adjustments, or exit to the X1 Mode Menu.

    1 **CASH** -or- **CASH**

12. Press CASH again to return to MGR Mode.

    CASH

Transfer-In

Transfer-In entries record inventory transferred to your restaurant from another restaurant. To record Transfer-In entries during the day, use the procedure described below. You can also enter Transfers at System Close and System Open.

1. With the keylock at the System Master in MGR Mode, use these steps to go into the X1 Terminal Report screen.

   1 **CASH** **2** **CASH**

2. Use this sequence to advance to the Inventory Data Input screen.

   1 **3** **CASH** **1** **CASH**

3. Enter the number of the ingredient you transferred in from another location.

4. Press CSHR.

   [ingredient #] **CSHR**

```
  ING#     2   CHICKEN            23:12 LVL1
                                ** INVENTORY **
■ 1  ACT INV   0000.00
  2  RECEIPT   0000.00          (ING#)  CSHR
  3  TRNS IN   0000.00          (MENU#) SBTL
  4  TRNS OUT  0000.00          (Q'TY)  CASH
  5  WASTE     0000.00



  PAUL
```

5. Move the cursor to the Transfer In line (line 3).

   3 **SBTL**

6. Enter the amount of this ingredient you transferred in. You can enter a quantity between 0.00 and 9999.99. For example, if you transferred in 24 units, you would enter 2400.

7. Press CASH.

[quantity] CASH

8. Repeat Steps 3 - 7 for each Transfer In you need to record.

9. Check your entries and make any changes now. When your Transfers are complete, press CASH.

Note: To correct an error, return to the Transfer In line of the applicable ingredient. Enter the incorrect quantity. Press VOID, then press CASH.

CASH

10. Report your inventory adjustments or exit to the X1 Mode Menu.

1 CASH -or- CASH

11. Press CASH again to return to MGR Mode.

CASH

Transfer-Out

The Transfer-Out function allows you to record inventory you transfer from your restaurant to another restaurant. You can enter Transfer-Outs at System Close or System Open. Or, to make the adjustments during the day, you can use the procedure described below.

1. With the keylock at the System Master in MGR Mode, use these steps to go to the X1 Terminal Report.

   1 **CASH** **2** **CASH**

2. Use these steps to go into Inventory Data Input.

   1 **3** **CASH** **1** **CASH**

3. Enter the number of the ingredient you transferred out to another location.

4. Press CSHR.

   [ingredient #] **CSHR**

```
  ING#     2   CHICKEN            23:15 LVL1
                                ** INVENTORY **
■ 1  ACT INV   0000.00
  2  RECEIPT   0000.00          (ING#)  CSHR
  3  TRNS IN   0000.00          (MENU#) SBTL
  4  TRNS OUT  0000.00          (Q'TY)  CASH
  5  WASTE     0000.00



  PAUL
```

5. Move the cursor to the Transfer Out line (line 4).

4 **SBTL**

6. Enter the amount of this ingredient you transferred. You can enter a quantity between 0.00 and 9999.99. If, for example, you transferred in 10.5 units, you would enter 1050.

7. Press CASH.

[quantity] **CASH**

8. Repeat Steps 3 - 7 for each Transfer you need to record.

9. Check your entries and make any changes now. When your Transfers are complete, press CASH.

Note: If you made a mistake, return to the Transfer Out line (of the applicable ingredient). Enter the incorrect quantity. Press VOID, then press CASH.

CASH

10. Report your inventory adjustments or exit to the X1 Mode Menu.

1 **CASH** -or- **CASH**

11. Press CASH again to return to MGR Mode.

CASH

Raw Waste

Ingredients that cannot be used because of spills or improper preparation should be recorded as Raw Waste. You can enter Raw Waste at System Open or System Close. Or, if you want to record Raw Waste during the day, you can use the procedure described below.

> *Note: Finished Waste (prepared inventory that cannot be sold) is entered in REG Mode with the Waste key. An example of Raw Waste is meat that has spoiled. An example of Finished Waste would be a hamburger that was dropped.*

1. With the keylock at the System Master in MGR Mode, use these steps to go to the X1 Terminal Report.

   1 **CASH** **2** **CASH**

2. Use this sequence to go into Inventory Data Input.

   1 **3** **CASH** **1** **CASH**

3. Enter the number of the wasted ingredient.

4. Press CSHR.

   [ingredient #] **CSHR**

```
ING#     2   CHICKEN              23:15 LVL1
                                ** INVENTORY **
■ 1  ACT INV   0000.00
  2  RECEIPT   0000.00          (ING#)  CSHR
  3  TRNS IN   0000.00          (MENU#) SBTL
  4  TRNS OUT  0000.00          (Q'TY)  CASH
  5  WASTE     0000.00



  PAUL
```

5. Move the cursor to the Waste line (line 5).

5 **SBTL**

6. Enter the amount (0 - 9999.99) of this ingredient wasted.

7. Press CASH.

Example: If you wasted 3 units of this ingredient, enter 300 CASH.

[quantity] **CASH**

8. Repeat Steps 3 - 7 for each ingredient wasted.

9. Check your entries and make changes now. When you are ready to leave this menu press CASH.

Note: If you made a mistake, return to the line with the error. Enter the incorrect quantity and press VOID. Then press CASH.

CASH

10. Report the inventory adjustments or exit to the X1 Mode Menu.

1 **CASH** -or- **CASH**

11. Press CASH again to return to MGR Mode.

CASH

Inventory Notes

Your inventory entries are reported in X1 Mode with Report 13 and at System Close. Theoretical Usage, Variance, Efficiency, and Labor cost calculations are provided, along with any adjustments you have entered during the course of the day. The timing of the adjustments determine which totals are updated, as shown on the next several pages.

This inventory system is perpetual and maintains data from the time you initially set up your ingredients and recipes and begin using the workstations. If it becomes necessary to reset Period-to-Date Inventory data, be sure to reset Period-to-Date data for PLUs first.

Inventory Reporting

A. If you enter it during System Close, Actual Inventory updates the END total. In the example below, the Actual Inventory entry = 1000.00.

```
Ingredient —  #001     STEAK
               BEGIN             .00
               USAGE        -1000.00
                END          1000.00 — Actual Inventory Entry
               VR+/-         1000.00
```

B. The END total becomes the BEGIN total at System Open.

```
#001     STEAK
 BEGIN         1000.00
 SHELF         1000.00
```

C. Actual Inventory entered during System Open is reported in the BEGIN total, as shown above.

D. Receipts update the RCPT total and increase the Shelf count.

```
             #001     STEAK
              BEGIN         1000.00
Receipts——    RECPT          100.00
              SHELF         1100.00
```

E. Transfer-In entries update the TR/IN total and increase the current Shelf count.

```
#001      STEAK
 BEGIN            1000.00
 RECPT             100.00
 TR/IN              50.00  ———Transfer In
 SHELF            1150.00
```

F. Inventory transferred from this restaurant to another restaurant reports in the TR/OUT total. This figure decreases the Shelf count.

```
              #001      STEAK
               BEGIN            1000.00
               RECPT             100.00
               TR/IN              50.00
Transfer Out———TR/OT             -25.00
               SHELF            1125.00
```

G. Raw Waste entries update the WASTE total and reduce the Shelf count.

```
#001      STEAK
 BEGIN            1000.00
 RECPT             100.00
 TR/IN              50.00
 TR/OT             -25.00
 WASTE             -10.00  ——— Raw Waste
 SHELF            1115.00
```

H. The T-USE (Theoretical Usage) calculation is based on counts from the PLU Report. T-USE decreases the Shelf count.

```
              #001      CHICKEN
               BEGIN            1000.00
               RECPT             100.00
               TR/IN              50.00
               TR/OT             -25.00
               WASTE             -10.00
Theoretical ———T-USE               5.00
  Usage        SHELF            1110.00
```

I. These formulas are used for inventory calculations:

T-USE = QUANTITY OF RECIPES x NET SCALE

USAGE	= BEGIN + RCPT + TR/IN - TR/OUT - WASTE - (T-USE)
SHELF	= BEGIN + RCPT + TR/IN - TR/OUT - WASTE - END* * (END = Actual Inventory entry at System Close)
VARIANCE	= T-USE - USAGE
EFFICIENCY	= (T-USE ÷ USAGE) x 100
FC %	= (FDCST ÷ NET SCALE) x 100
FDCST	= USAGE x ING.COST (If END total is used.) = T-USE x ING.COST (If END total is not used.)

```
#001       STEAK
 BEGIN          1000.00
 RECPT           100.00
 TR/IN            50.00
 TR/OT           -25.00
 WASTE           -10.00
 T-USE             5.00
 SHELF          1110.00
 USAGE             7.00
  END           1108.00
 VR+/-            -2.00
 EFF-%            71.42
 FDCST            15.75
 FC %             26.36
---------------------------
 NET SALE         59.75
 FD COST          15.75
 FD COST%         26.36
---------------------------
```

```
  1000.00
+ 100.00
+  50.00
-  25.00
-  10.00
-1108.00
_________
     7.00  (Usage)

     5.00
-    7.00
_________
-    2.00  (Variance)

(5.00 ÷ 7.00) x 100 = 71.42
                      (Efficiency)
```

J. BEGIN = Actual Inventory (if input during System Close).

BEGIN = Shelf (if Actual Inventory is NOT input at System Close).

Reports

In addition to the reports and functions described earlier in this section, MGR Mode gives you access to your workstation and system reports. Reports are listed under the X (& PRGM), Z Report, and PTD Report menus. When you go into any of these menus, your screen describes the steps you need to start a report. The screens also lists all of the reports available within the menu you selected.

Reports taken from the X1 Mode menu give you a reading of your daily totals. These reports can be taken at any time, without affecting your totals.

The Z1 Report menu allows you to reset daily report totals at the end of the shift or day. At the System Master, this menu includes the System Close and System Open commands. To help prevent you from accidentally resetting a report during the day, individual reports may not be listed. If they are disabled, the Z1 Report menu on your basic workstations is blank, and the System Master only lists the System Open and Close.

In addition to the daily totals, you can report sales activity for one additional period. This period can be used for weekly totals, monthly totals, or another time frame you select. The PTD (Period-to-Date) Report menu gives you access to these totals. After you call up the PTD menu, select the X2 option to get a reading of the period totals. Use the Z2 selection when you are ready to reset the period totals.

All of the menus include Tandem Command (96-99) options. These commands can be programmed to allow you to initiate a string of several reports with a single command. Preset macros can also be used to simplify your report procedures.

After you select the type (X1, Z1, X2, or Z2) of report, you are given the option of reporting a single workstation or reporting the consolidated totals of all workstations. Use the Terminal option to report the totals of a single workstation. Use the Storewide option to report the combined totals of all workstations.

If you select the Storewide report option from the Z Report menu, you are given three additional options: Summary, Accumulation, and Remote. Z1 Summary Reports consolidate and reset the report totals of all workstations. Z1 Accumulation Reports reset the Basic workstations, report the consolidated totals, then store the accumulated totals in the System Master. System Close is an example of an accumulated report. The Remote Report option lets you report the totals of a single workstation from another workstation.

The charts on the following pages list the available reports. You can also get a list of the reports on each of the menu screens.

Report Summary Chart

#	Report Name	Terminal Reports X1	X2	X3	Z1	Z2	Z3	System-wide Reports: Remote X1	X2	Z1	Z2	Summary X1	X2	Z1	Z2	Accumulate Z1	Z2
1	Media	✓	✓	--	✓	✓	--	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Time																
	All Sales	✓	✓	--	✓	✓	--	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Destination	✓	✓	--	✓	✓	--	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Timekeeping *	✓	✓	--	✓	✓	--	--	--	--	--	--	--	--	--	--	--
	Timekeeping Z3*	--	--	✓	--	--	✓	--	--	--	--	--	--	--	--	--	--
	Flash	✓	--	--	--	--	--	✓	--	--	--	✓	--	--	--	--	--
	Profit Center	✓	✓	--	✓	✓	--	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Service Time	✓	✓	--	✓	✓	--	--	--	--	--	--	--	--	--	--	--
3	Subgroups	✓	✓	--	✓	✓	--	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	All PLUs	✓	✓	--	✓	✓	--	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	All Cashiers	✓	✓	--	✓	✓	--	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Coupons	✓	✓	--	✓	✓	--	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Product Mix	✓	✓	--	✓	✓	--	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	From-To PLU	✓	✓	--	✓	✓	--	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	Each Cashier	✓	✓	--	✓	✓	--	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10	From-To Group	✓	--	--	--	--	--	✓	✓	--	--	✓	--	--	--	--	--
11	Drawer Total	✓	--	--	--	--	--	✓	--	--	--	✓	--	--	--	--	--
12	Food Cost*	✓	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
13	Inventory*	✓	✓	--	--	--	--	✓	✓	--	✓	--	--	--	--	--	--

Note: *Reports with an asterisk (*) are only available at the System Master.*

Report Summary Chart

		Terminal Reports						System-wide Reports									
	Report							Remote				Summary				Accumulate	
#	Name	X1	X2	X3	Z1	Z2	Z3	X1	X2	Z1	Z2	X1	X2	Z1	Z2	Z1	Z2
14	Station Totals*	✓	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
15	Projection*	✓	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
16	Comparison*	✓	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
17	All Servers	✓	✓	--	✓	✓	--	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18	Each Server	✓	✓	--	✓	✓	--	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19	From-To GCK	✓	--	--	✓	--	--	✓	--	--	--	✓	--	--	--	--	--
20	GCK by Server	✓	--	--	✓	--	--	✓	--	--	--	✓	--	--	--	--	--
21	GCK by Table	✓	--	--	✓	--	--	✓	--	--	--	✓	--	--	--	--	--
22	Major Groups	✓	✓	--	✓	✓	--	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
23	Summary Groups	✓	✓	--	✓	✓	--	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
96	Tandem 96**	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
97	Tandem 97**	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
98	Tandem 98**	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
99	Tandem 99**	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Note: *Reports with an asterisk (*) are only available at the System Master. Tandem availability depends on the reports included in the command.*

Terminal Report Key Sequences

Use the following key sequences to take a report of a single workstation ("terminal"). The sequence you use depends on the type of report (X1, Z1, X2, or Z2) you need. Refer to the appropriate procedure.

X1 Terminal Report

Use the following procedure to take a reading of a single workstation's totals. This sequence does not affect the totals you are reporting.

1. Turn the keylock to MGR Mode.

2. Enter the following sequence to advance to the X1 Report menu.

1 **CASH** **2** **CASH**

Note: Your screen displays the first set of Terminal X1 Reports. You can press the Cursor Up key to display additional reports. A list of available reports, with report numbers, is provided below for your reference.

Report Numbers

1 Media	9 Each Cashier	17 All Servers
2 Time	10 From-To Group	18 Each Server
3 Subgroup	11 Drawer Total	19 From-To GCK
4 All PLUs	12 Food Cost	20 GCK by Server
5 All Cashiers	13 Inventory	21 GCK by Table
6 Coupons	14 Station Totals	22 Major Group
7 Product Mix	15 Projection	23 Summary Group
8 From-To PLU	16 Comparison	

3. Enter the number of the report you need and press CASH. In most instances, the report begins immediately. If additional information is needed for the report you selected, the screen lists your choices.

[report #] **CASH**

4. When the report is finished, press CASH to leave the menu.

CASH

Terminal Z1 Reports

Use the following procedure to print and reset the totals of a single workstation report.

1. Turn the keylock to MGR Mode.

2. Use the following sequence to go into the Z1 Report menu. Your screen displays the first set of Z1 Reports. You can press the Cursor Up key to display additional reports. The following list is provided for your reference.

2 **CASH**

Report Numbers

100 System Close	6 Coupons	19 From-To GCK
200 System Open	7 Product Mix	20 GCK by Server
1 Media	8 From-To PLU	21 GCK by Table
2 Time	9 Each Cashier	22 Major Groups
3 Subgroup	14 Station Totals	23 Summary Groups
4 All PLUs	17 All Servers	30 Store Wide
5 All Cashiers	18 Each Server	96-99 Tandem

Note: *The Z1 Report menus includes a "Storewide" option which allows you to reset reports on a system-wide basis. For information, see the System-wide Z1 Report description.*

3. Enter the number of the report you want to reset. For most report selections, the report begins as soon as you enter the following sequence. If additional information (such as a server number, cashier number, etc.) is needed, the screen waits until you enter the required information.

[report #] **CASH**

4. When the report is finished, press CASH to leave the menu.

CASH

Terminal X2 Reports

Use the following steps to take a reading of the period-to-date (PTD) totals. PTD totals are updated whenever you perform a System Open. Because System Open is taken at the System Master, your PTD totals should all reside within the System Master. Under normal circumstances, you use the following procedure at the System Master.

Note: *If, within the period, you have taken a Z1 Report at a workstation other than the System Master, that workstation may have some of your period totals.*

1. Turn the keylock at the System Master to MGR Mode.

2. Enter the following sequence to advance to the X2 Report menu.

3 **CASH** **2** **CASH** **1** **CASH**

Note: *Your screen lists the first set of reports. You can press Cursor Up to display more reports, if necessary. The following reports are available.*

Report Numbers

1 Media	7 Product Mix	18 Each Server
2 Time	8 From-To PLU	22 Major Groups
3 Subgroup	9 Each Cashier	23 Summary Groups
4 All PLUs	12 Food Cost	96-99 Tandem
5 All Cashiers	13 Inventory	
6 Coupons	17 All Servers	

3. Enter the number of the period report you want to read. In most instances, the report starts immediately after you press CASH. If additional information is needed, the screen waits until you enter the needed data (server number, PLU number, etc.).

[report #] **CASH**

4. Press CASH when you are ready to leave this menu.

CASH

Terminal Z2 Reports

Use the following procedure to reset Period-to-Date totals at the end of a period. As explained in the X2 Report procedure, your period totals should all reside in the System Master. Exceptions occur only if you have taken a Z1 Report at a workstation other than the System Master, in which case you should follow the Z2 Accumulation procedure.

1. Turn the keylock to MGR Mode.

2. Use the following sequence to advance to the Terminal Z2 Report menu.

3 **CASH** **2** **CASH** **2** **CASH**

Note: *Your screen lists available Terminal Z2 Reports. Since this list takes more than one page, you press Cursor Up to view the additional pages, as necessary. The following list is provided for reference.*

Report Numbers

1 Media	6 Coupons	17 All Servers
2 Time	7 Product Mix	18 Each Server
3 Subgroup	8 From-To PLU	22 Major Groups
4 All PLUs	9 Each Cashier	23 Summary Groups
5 All Cashiers	13 Inventory	96-99 Tandem

3. Enter the number of the period report you want to reset. Usually, the report begins as soon as you press CASH. If additional information is needed, the screen waits until you enter the required data (PLU #, Cashier #, etc.).

[report #] **CASH**

4. When the report is finished, press CASH to leave this menu.

CASH

Storewide Report Key Sequences

Summary Reports are listed under the Storewide menu option. They consolidate the totals of all workstations on your system. Refer to the procedure for the type of report (X1, Z1, X2, Z2) you want to take.

Storewide X1 Reports

Use the following procedure to take a consolidated reading of all workstation totals.

1. Turn the keylock to MGR Mode.

2. Use the following steps to advance to the Storewide Report menu.

1 **CASH** **1** **CASH**

Note: *Your screen lists the first page of available Storewide X1 Reports. You can press Cursor Up to review other reports. Here is a list for your reference.*

Report Numbers

0 Comm Check	7 Product Mix	16 Comparison
1 Media	8 From-To PLU	17 All Servers
2 Time	9 Each Cashier	18 Each Server
3 Subgroup	10 From-To Group	22 Major Group
4 All PLUs	11 Drawer	23 Summary Groups
5 All Cashiers	13 Inventory	96-99 Tandem
6 Coupons	15 Projection	

3. Use the following sequence to select and start the Summary Report you want to read. If the report needs additional information (such as a server number, PLU number, etc.), the screen waits until you enter the needed selection.

[report #] **CASH**

4. When the report finishes, press CASH to leave this menu.

CASH

Storewide Z1 Reports

There are two categories of Z1 reports you can take on a system-wide basis: Accumulation Reports and Summary Reports. Accumulation Z1 Reports reset the report totals in all basic workstations, and then store the consolidated totals in the Master. Summary Reports reset all totals as the consolidated totals print. Usually you enter these report procedures at the System Master.

1. Turn the keylock to MGR Mode. Use the following sequence to advance to the Storewide Z1 Report menu.

   2 **CASH** **3** **0** **CASH**

2. To take an Accumulation Report, go to Step 3. For a Summary Report, enter '1'. Then enter the number of the report you need to reset and press CASH. You must use two digits for the report number. For example, if you are resetting a Summary Media Report, you would enter 101 CASH.

   1 **[2-digit report #]** **CASH**

   Note: *In most cases, the report begins immediately. If additional information is needed, follow the screen instructions. With a Summary Z1 Report, daily totals reset as they print.*

3. If you used Step 2 to take a Summary Z1 Report, skip this step and go to Step 4. To take a Z1 Accumulation Report, simply enter the number of the report you need and press CASH. The workstation where you initiate the report collects the consolidated report totals. The totals in all other workstations are reset.

   [report #] **CASH**

   Note: *Not all reports listed on the Z1 Menu can be accumulated. Refer to the Report Summary Chart for a list of applicable Accumulation Reports.*

4. When the report is finished, press CASH to leave the menu.

   CASH

System Close (Report 100)

One of reports listed on the Z1 menu is System Close. You can use System Close at the end of the day to reset all Basic workstations and store the consolidated totals in the Master. The totals remain in the Master workstation until you perform a System Open. Use the following procedure for System Close.

1. Turn the keylock at the System Master to MGR Mode.

2. Use the following sequence to advance to the System Close screen.

2	CASH	1	0	0	CASH

3. The system first checks the Communication Status (the first through last workstations that are part of your System Close). If the Status screen shown below *does not* display, go to Step 4. If the Status screen displays, follow the instructions below.

"Busy" Terminal ---

```
*** TERMINAL STATUS ***

BEGN #01   - END #04
ERR: #01


RETRY:      1 CASH
CONTINUE:   2 CASH
ESCAPE:    CASH
```

This screen displays if a condition, which might prevent accurate reporting, exists on your system. If a number is listed next to "ERR" message, press CASH to escape from this menu. Go to the workstation listed beside the ERR message. Make sure all cables are securely connected, and the workstation is operable. Go back to the System Master and repeat Steps 1 and 2.

If the above screen displays again, select one of the options explained next.

a) Retry - Select this option to check communications again. If the test passes, System Close begins; go to Step 4. If the test is not successful, see options b or c, below.

1 **CASH**

b) Continue - Use this option to continue, even though an error exists. *If you select 'Continue' while an error exists, the totals from the indicated workstation are left out of your reports.* (As a result,this option may be prevented on your system.) To select this option, use the following and then go to Step 4.

2 **CASH**

c) Escape - Use this option to postpone System Close until the error can be corrected. Escape takes you back to the Z1 Mode menu.

CASH

4. If the Deposit menu does not display, go to Step 5. If you use deposits, the screen advances to the Deposit Menu, shown below.

```
      #       AMOUNT              15:20   LVL1
                                ** DEPOSIT ***
   1       -150.00
   2       -300.00
   3           .00              (#)   SBTL
   4           .00              (AMOUNT)  CASH
   5           .00
  TOTL     -450.00
```

a) There are ten lines available for your deposit entries. Move the cursor to the first available line. Enter the amount of your deposit and press CASH.

[line #] **SBTL** **[deposit amount]** **CASH**

b) Repeat Step 4a for each deposit. When you have entered all of your deposits, and want to leave this screen, press CASH.

CASH

Note: At this point, System Close pauses so you can check your entries. If an error exists, enter the line number of the incorrect deposit and press SBTL. Enter the adjustment amount, VOID, CASH.

c) The system pauses so you can make sure you entered all deposits. To return to the Deposit menu, repeat Step 4a. Otherwise, press CASH to continue.

CASH

5. If you are not using inventory functions, and the Inventory menu does not display, go to Step 6. If the inventory functions are enabled on your system, the Inventory menu now displays.

Follow steps 5a through 5d if you need to update your inventory.

a) Enter the number of the ingredient you are updating and press CSHR.

[ingredient #] **CSHR**

```
     ING#           RIBEYE            15:22 LVL1
                                   ** INVENTORY **
 ■    1 ACT INV     0000.00
      2 RECEIPT     0000.00        (ING#)  CSHR
      3 TRNS IN     0000.00        (MENU#) SBTL
      4 TRNS OUT    0000.00        (Q'TY)  CASH
      5 WASTE       0000.00




  ANDREW
```

b) Enter the line number (1-5) that corresponds to the inventory function you need for this ingredient and press SBTL.

[line #] **SBTL**

1 = Actual Inventory
2 = Inventory Receipt
3 = Transfer In
4 = Transfer Out
5 = Raw Waste

c) Enter the ingredient quantity (.00 to 9999.99) for line number you selected and press CASH.

Example: *If you transfer ten ribeyes to another location, you enter 1000 CASH (10.00 units) at line 4.*

[quantity] **CASH**

d) Repeat Steps 5b and 5c, for each adjustment you must enter for this ingredient. Then repeat Steps 5a through 5c for each ingredient you need to update. When you finish entering all inventory updates, press CASH twice to continue System Close.

CASH **CASH**

6. If you are not using the Time & Attendance functions, and the Time & Attendance screen does not display, go to Step 7. If Time & Attendance functions are enabled, the Time & Attendance screen now displays.

If you need no changes to any employee's daily hours, enter 1 and press CASH. Or, to make adjustments, press CASH.

1 **CASH** -or- **CASH**

(to bypass timekeeping) *(to edit timekeeping)*

Note: *If you entered 1 CASH, go to Step 7. If you pressed CASH, Follow 6a through 6f.*

```
#001  ANTHONY                        16:22 LVL1 Z1
 1234567890                       ** DAILY DATA **
ADR  IN   OUT  JOB#                 (EMPL#) CSHR
1■06:00  10:00B  1                   (ADR)  SBTL
2 10:30  14:00   1                   (JOB#) CASH
3                                    (TIME) IN/OUT
4                                           /BREAK
```

a) Enter number of the employee whose hours are incorrect and press CSHR.

[employee #] CSHR

b) Move the cursor to the line with the error you need to correct and press SBTL.

[line #] SBTL

c) To change a time entry, enter the correct time with the CLOCK-IN, CLOCK-OUT, or BREAK keys, depending upon type of correction. To change a job code, enter the job code number and press CASH.

Time Corrections:

[correct time] . . . CLOCK IN or CLOCK OUT or BREAK

Job Code Corrections:

[correct job code #] CASH

d) Repeat Steps 6b and 6c for each correction you need to make for this employee. Repeat Steps 6a through 6d for each employee with incorrect entries.

e) When you have finished all daily timekeeping corrections and want to continue with System Close, press CASH.

CASH

f) System Close pauses here so you can make sure you have entered all corrections. To go back into the Timekeeping Edit screen, press CASH. Or, if you are sure you have entered all adjustments and are ready to continue System Close, enter 1 and press CASH. System Close now begins. It first accumulates the totals of all workstations on your system (unless an error was detected and ignored in Step 3).

1 **CASH** -or- **CASH**

(to continue System Close) *(to return to timekeeping)*

It then stores the consolidated totals in the System Master.

```
      *  CLOSE REPORT  *

 DEPOSIT # 1                          Deposit entries
              -750.00

      *  CLOSE REPORT  *

**MED**          Z1      158 ------ Report Name
   (Media Report totals)             & Reset Counter

**PLU**          Z1      158        Accumulated Z
   (PLU Report totals)                 Reports
       :
       :
   (last report)

-------------------------------
     *  END OF CLOSE  *
```

Note: After System Close, your daily totals are stored in the System Master. See the System Open procedure when you are ready to reset the daily totals.

System Open (Report 200)

After you take a System Close Report, the totals in your Basic workstations are reset and then stored in the System Master. When you are ready to reset the System Master, use the following procedure for System Open. You cannot perform System Open until you have taken a System Close.

1. Turn the keylock at your System Master to MGR Mode.

2. Use the following sequence to begin System Open. The system checks to make sure all workstation terminals are communicating.

   2 **CASH** **2** **0** **0** **CASH**

3. If no errors are detected, go to Step 4. If an error exists, you see the Terminal Status screen.

```
      ** TERMINAL STATUS **

   BEGN #NN   - END #NN
   ERR: #NN


   RETRY:            1 CASH
   CONTINUE:   2 CASH
   ESCAPE:             CASH
```

   If one of your workstations is not communicating, a workstation number displays beside the "ERR" message. Press CASH to escape from this menu. Go to the workstation listed beside the ERR message and check to make sure it is not in the middle of a transaction. Also check the cables. If you locate and correct the problem, you can take another System Close to make sure all of your totals are reported.

   If you could not find a problem, go back to the System Master and follow Steps 1 and 2, above. You may, at this point, want to call your Panasonic representative before you proceed. To proceed, follow steps 3a, 3b, or 3c (on the next page).

a) Retry - Use this option to check communication again.

1 **CASH**

b) Continue - Use this option to continue System Open, even though an error exists. *If you select this option, the indicated workstation is not included in the report.*

2 **CASH**

c) Escape - Use this option to postpone System Open until the communication error can be corrected.

CASH

4. After the Status Check, the screen advances to the Inventory menu. If you are not using inventory, and the Inventory menu does not display, go to Step 5.

   If inventory is enabled, follow steps 4a through 4f.

   a) Enter the number of the ingredient you need to adjust and press CSHR.

[ingredient #] **CSHR**

```
  ING#          RIBEYE          15:22 LVL1
                              ** INVENTORY **
■  1 ACT INV    0000.00
   2 RECEIPT    0000.00       (ING#)  CSHR
   3 TRNS IN    0000.00       (MENU#) SBTL
   4 TRNS OUT   0000.00       (Q'TY)  CASH
   5 WASTE      0000.00



MATT
```

b) Enter the line number (1-5) of the inventory function you need and press SBTL.

[function #] **SBTL**

1 = Actual Inventory	*3 = Transfer In*	*5 = Raw Waste*
2 = Receipts	*4 = Transfer Out*	

c) Enter the ingredient quantity (0000.00 - 9999.99) for the function you selected and press CASH.

Example: *If you received 24 units of this ingredient, you would enter 2400 (24.00) at Line 2.*

[quantity] **CASH**

d) Repeat Steps 4b and 4c for each adjustment you need for this ingredient. Repeat Steps 4a through 4d for each ingredient.

e) Verify your entries. If everything is correct, press CASH. System Open pauses so you can make sure all inventory entries are complete.

CASH

f) If you forgot an adjustment, return to Step 4a and enter the update. If you are ready to continue with System Open, press CASH.

CASH

You can print the System Open Reports as you reset them. Or you can reset the System Open Reports without print. Your screen now lists these print options, as shown on the next page.

```
*** MASTER RESET ***                  11:15


W   PRINT :    CASH
W/O PRINT :  1 CASH





JOHN
```

5. Follow 5a or 5b to choose a print option.

   a) To print a copy of the System Open reports as they reset, press CASH.

   CASH

   OR

   b) To reset the System Open reports without printing them, enter 1 and press CASH.

   1 **CASH**

   After you select the print option, System Open begins. All of the daily totals stored in your System Master (with System Close) are reset and transferred to the Weekly Report area. Monthly (Period) totals are also updated.

Note: The System Open reports should be identical to the previous System Close reports.

Deposit & Cash Report

The Deposit and Cash Report, or DCR, is an optional report which may be programmed to print at the end of the Closing (100) Report command. The DCR totals and the format of the totals are, in most cases, not programmable. Some descriptors, however, may be changed to suit the requirements of the application.

The Deposit and Cash Report provides restaurant accountability, based on the Gross Sales of the Media Reports. The Gross Sales are incremented and/or reduced by the various adjustments shown on the sample DCR. Bank Deposits are balanced against the adjusted total to provide a restaurant overage/shortage total. Deposit entries affect calculation on the DCR report only; the Media Report records a Deposit total for reference only.

DCR Calculations

Some of the DCR totals are taken directly from the Media Report; others are DCR-specific calculations. This report may not be available if additional totals (ie., Return, Promo, Delete) are used for your application.

These totals are transferred to the DCR from the Media Report:
Gross Sales, Correction (Discount 4 + Discount 5), Tax Total, Gift Certificate, Other Income, Open Coupon, Coupon, Special Coupon, Dept. 22, Discount 1, Discount 2, Charge 3, Pickup, and Deposit.

These totals are DCR calculations based on the Media Report totals:
Adjusted Subtotal, Sales + Tax, Total Other, Receipt Deduction, Cash TBAF, Total Deposit, and Over/Short. These calculations are derived from the balancing formulas shown below:

ADJ SBTL = Gross Sales - Corrections
ADJ TOTL = Adj. Subtotal + Tax
TL OTHER = Gift Certificate + Other Income (R/A 1)
RECEIPTS = Adj. Total + Tl Other
DEDUCTNS = Open Cpn - Coupons - Spcl Cpn - Dpt. 22 - Disc 1 - Disc 2 - Charge 3 - Pick-up
CASH TBAF = Receipts - Deductions
TL DEPST = Deposit 1 + Deposit 2 + ...Deposit 10
OVER/SHRT = Cash TBAF - Total Deposits *

* Cash TBAF = "Cash to be accounted for"
* Cash TBAF - Total Deposits > 0 → Short
* Cash TBAF - Total Deposits < 0 → Over

Deposit & Cash Report

```
        **DCR**
 -------------------------
*1  GROSS SL       1103.12  —— Gross Sales Total
    CORRECTN           .00  —— Corr. (Emp. Meal+Promo)
*   SUBTOTAL       1103.12  —— Udjusted Subtotal
*2  TAX TOTL         50.75  —— Total Tax Collected
 3  SALES+TX       1153.87  —— Udjusted Total

*4  GIFT CRT           .00  —— Gift Certificate 1 Sales
 5  OTHER IN           .00  —— R/A 1 (Other Income)
 7  TL OTHER           .00  —— Total Other Income
                               (Line 4 + Line 5)
 8  RECEIPTS       1153.87  —— Total Receipts
                               (Line 3 + Line 7)
*9  OPEN CPN           .00  —— Open Coup. Tl (Dept21)
   *COUPONS         -50.62  —— COUP1, COUP2, COUP3 Totl
   *OPEN CPN SALE     -.00  —— Open Coup Sale (Dept21)
   *SPCL CPN         -1.89  —— Special Coupons (Dept23)
   *DEL BISP          -.00  —— Negative Dept (22) Total

*10 % DISC 1        -34.19  —— Discount (Univ %1)
*11 % DISC 2          -.00  —— Discount (Univ %2)

*12 CHARGE 3           .00  —— Charge 3 Total

*16 PAY OUT          -5.00  —— Total Paid Out (P/O 1)

 17 DEDUCTNS        -92.40  —— Total Deductions

 18 CASH TBAF     -1061.47  —— Cash Accountability
                               (Line 8 - Line 17)
 19 DEPOSIT__________
 20 DEPOSIT__________
 21 DEPOSIT__________
 22 DEPOSIT__________
 23 DEPOSIT__________
 24 DEPOSIT__________
 25 DEPOSIT__________
 26 DEPOSIT__________
 27 DEPOSIT__________
 28 DEPOSIT__________
 29 DEPOSTI__________
                    _______ —— Total Deposits
 30 OVR/SHORT  18-29 _______ —— Over/Short
                               (Line 18 - Line 29)

      SIGNED: ______________ —— Manager Signature
```

Notes: • *The DCR Report is available only on the Master Worstation.*

• *The descriptors indicating an asterisk (*) are programmable.*

Sample Reports

Report #1: Media Report

```
      **MED**
            Z1         98
-------------------------
SERVICE
     3           73.95      Service Total
CHK PAID
     3           73.95      Check Paid Total
GUESTS               7      Cover Count
NEW CHCK             3      New Check Count
-------------------------
AMEX
     1           33.44      Charge 1 Transactions
CASH TD
     2           43.96      Cash Transactions
DRAWER
                 77.40      Drawer Total
NET SALE
     3           73.95      Net Sales
TOTL TIP
     0             .00      Total Tips
  %                .0%      Tip Percentage
--------------------------
CASH DUE
                 43.96      Cash Due
--------------------------
ITEM TL
    17           73.95      Item Total
FOOD
    17           73.95      Group Total

TAX               3.45      Sales Tax
--------------------------
GROSS SL
                 73.95      Gross Sales 1
GROSS TL
                 77.40      Gross Sales 2
AVPR              4.35      Average Item Price
AVIT              1.55      Avg. # Items
AVTL              6.72      Avg. Sale Total
TL DEPST
                -50.00      Total Deposits
NRGT
               1510.99      Non-Resettable Grand Tl.
GRAND TL*     11155.80      System NRGT
```

Note: The format and totals used for this report are programmable. Your Media Report is arranged to your specifications, so it may vary from the one shown. The descriptions used for the totals can also vary.

Report #2: Sales Time Report

```
                    **TIME**
                           X1      28
                           TIME=23:50  -- Previous Reset Time
                 -------------------------
                 TIME RANGE             %
                      CNT            NSTL
                      LBH            SPMH     Report Legend
                                      LB%
                      LB$          LB$ /C
                 -------------------------
          Range  08:30--09:00       10.6%  -- Sales %
          Count          21        375.95  -- Sales
    Labor Hours       1.25H        300.76  -- Sales per Man Hour
                                     2.9%  -- Labor %
     Labor Cost       10.87           .52  -- Labor $ per Customer
                 09:00--09:30       12.9%      (or Guest Check)
                         27        459.00
                      1.41H        325.53
                                     2.7%
                      12.53           .46
                 09:30--10:00       16.1%
                         36        570.20
                      2.00H        285.10
                                     3.2%
                      18.25           .51
                ~~~~~~~~~~~~~~~~~~~~~~~~~~~~

                ~~~~~~~~~~~~~~~~~~~~~~~~~~~~
                 TOTAL
     Count Total        229       3547.70  -- Net Sales Total
Total Labor Hours    10.32H        343.76  -- Sales per Man Hour
                                     2.6%  -- Labor % Total
Labor Cost Total      92.06           .40  -- Labor Cost per
                                               Customer
```

Labor information appears on this report only if Timekeeping is enabled on your system. Labor data is calculated with the formulas shown below:

Labor Cost (All Sales Time Report)	= Sum on-duty pay rates x Labor Hours
Labor Cost (Timekeeping Report)	= Pay rate x Labor Hours
Labor % (Both Reports)	= Labor Cost ÷ Net Sales x 100
Sales per Man hour	= Sales ÷ Labor Hours

Note: *Your report can provide totals for up to forty-eight ranges. The ranges on your report are set in the time intervals you need.*

Report #2: Destination & Profit Center Time Report

Eat-In Destination

```
** IN **        Z1     28
------------------------
   %       CNT     NSTL
09:00--10:00                 Time Period
 28.7%       2    77.59      Sales % & Count
10:00--11:00
 25.8%       3    69.71
11:00--12:00
 47.5%       2   128.68
12:00--01:00
 -2.0%      -1    -5.34

TOTAL
             6   270.64
------------------------
```

Bakery Profit Center

```
** BKRY**       Z1     28
------------------------
   %       CNT     NSTL
09:00--10:00
 28.6%      10    60.68
10:00--11:00
  2.7%       1     5.59
11:00--12:00
 68.7%       1   145.73

TOTAL
             3   212.00
------------------------
```

Take-Out Destination

```
** OUT **       Z1     28
------------------------
   %       CNT     NSTL
09:00--10:00
 28.5%      11    59.69
10:00--11:00
  2.8%       1     3.59
11:00--12:00
 68.7%      22   147.73

TOTAL
             6   270.64
------------------------
```

Note: Report #2 can provide menu options for All Sales, Eat-in, Take-out, Drive-Thru, Timekeeping, and up to five Profit Centers. Eat-in, Take-out, Drive-Thru, Timekeeping, and Profit Centers are optional reports, which only appear if they are enabled for your program.

Report #2: Timekeeping Report

```
                     ** DAY T&A **
                               TIME = 23:50   Time of Last Reset
                  -------------------------
                     EMPL#         SEQ#
                     TIPS          NAME
                              IN -- OUT       Report Legend
                             JOB KIND
                         JOB NAME
                         REG-HR     OT-HR
                  -------------------------
     Employee #      #001       0123456789    Employee ID #
           Tips            .00   DAVE         Employee Name
                        09:00 -- 11:15        Employee Hours &
                           HOST               Job Description
                        10:30 -- 18:01        Employee Hours &
                           SERVER             Job Description
                        HOST
    Information           2.25H               Regular & Overtime
        by              SERVER                Hours by Job Code
     Employee             6.51H
                  -------------------------
                     REG              8.76H   Total Regular Hours
                     OVR               .00H   Total Overtime Hours
                     LBH              8.76H   Total Hours
                     COST             74.58   Labor Cost
                 ~~~~~~~~~~~~~~~~~~~~~~~~~~~~
                 ~~~~~~~~~~~~~~~~~~~~~~~~~~~~
                     HOST                     Job Code
                     REG              2.25H   Regular Hours
                     OVR               .00H   Overtime Hours
                     LBH              2.25H   Labor Hours
    Information      COST             22.50   Labor Cost
        by        -------------------------
     Job Code        SERVER                   Job Code
                     REG             13.59H
                     OVR               .00H
                     LBH             13.59H
                     COST            108.72
                  ------------------------
                     TOTL
    Information      REG             15.84H   Total Regular Hours
     Summary         OVR               .00H   Total Overtime Hour
                     LBH             15.84H   Total Labor Hours
                     COST            131.22   Total Labor Cost
```

This report available only at the System Master and only if Timekeeping is enabled. The Labor Cost and Labor Cost % totals are based on the following calculations.

Labor Cost (Timekeeping Report)	=	Pay rate x Labor Hours
Labor Cost % (Timekeeping Report)	=	Labor Cost ÷ NSTL x 100

Report #3: Subgroups

```
                         ** S.GR **
                                X1        28
                      ------------------------
Subgroup Name ——————  SANDWICH
   Subgroup # ——————  S.GR  04             1.3% ——  Subgroup Sales %
        Count ——————        9             23.97 ——  Subgroup Sales
                      ------------------------
                      BURGER                    ——  Item Name
                                          17.25 ——  Item Sales
                      #000100              1.0% ——  Item Number & %
                           2                  4 ——  Promo & Waste Count
                           5              17.25 ——  Item Count & Sales
     Items                   .00            .00 ——
      by                     .00                ——
   Subgroup           CHIC SND                  ——  Item Name
                                           6.72
                      #000200               .4%
                           2               6.72
                             .00
                      ========================
Subgroup Name ——————  BEVERAGE
                      S.GR 02               .9%
                          12              16.00
                             .00
                      ------------------------
                      COFFEE
                                           7.50
                      #000705               .4%
                           5               7.50
                             .00
                      MILK
                                           1.75
                      #000706               .1%
                           1               1.75
                     ~~~~~~~~~~~~~~~~~~~~~~~~~~~

                     ~~~~~~~~~~~~~~~~~~~~~~~~~~~
                      + S-GRP                99 ——  Positive Subgroup Count
                                         548.50 ——  Positive Subgroup Total
                      S-GRP TL               99 ——  Total Subgroup Count
                                         548.50 ——  Total Subgroup Sales
                      ------------------------
```

Notes:

- *If you have negative (subtracting) subgroups, a Negative Subgroup Total also reports.*
- *If a Direct Printer is used, the format of the Subgroups report will differ from the sample shown above. However, the information is the same.*
- *If you are not using the scale calculation, the SOLD$, SPCL$, and AVPR (TOTL ÷ CNT) totals are included on the Subgroup report. SPCL is set when Flag 187 = 1.*

Report #4: All PLUs

```
                     **PLU**
                          Z1           1
                  -----------------------

PLU Name  ------  NY STRIP
                                   17.70 ---- Item Sales
   PLU #  ------  #000020           1.0% ---- Item Sales %
   Count  ------      6            17.70 ---- Item Sales
PLU Name  ------  SALMON
                                   39.00
                  #000030           2.2%
                     12            39.00
   Waste  ------      2            1     ---- Promo
                  BURGER
                                   81.90
                  #000100           4.5%
                  SALAD
                                   81.90
                  #000100           4.5%
Scale Count  ---------  .00
Scale Waste  ---------  .00          .00 ---- Scale Promo
                ~~~~~~~~~~~~~~~~~~~~~~~~~~~~

                ~~~~~~~~~~~~~~~~~~~~~~~~~~~~
                  TOTL                 291
                                    595.55   --Sum All Items
```

Notes:

- *The PLU report includes all PLU items, modifiers, and condiments. Items programmed as memo modifiers (e.g., prep instructions) are not included in this report.*
- *If you are using a Direct Printer, the format of the Subgroups report differs from the sample shown above. However, the information is the same.*
- *If you are not using scale calculation, the SOLD$, SPCL$, and AVPR (TOTL ÷ CNT) totals will be included on the PLU report. The SPCL count is set when Flag 187 = 1.*
- *If you are printing a PLU report for items that have multiple prices, each item shows each price level and the number of items sold at each price level.*

Report #5: All Cashiers

```
     **CSHR**
           Z1         38
------------------------
CSHR JESSE                  Cashier
SERVICE
     3              73.95   Service Total
CHK PAID
     3              73.95   Check Paid Total
GUESTS                  7   Cover Count
NEW CHCK                3   New Check Count
-------------------------
AMEX
     1              33.44   Charge 1 Transactions
CASH TD
     2              43.96   Cash Transactions
DRAWER
                    77.40   Drawer Total
NET SALE
     3              73.95   Net Sales
TOTL TIP
     0                .00   Total Tips
  %                   .0%   Tip Percentage
-------------------------
CASH DUE
                    43.96   Cash Due
-------------------------
ITEM TL
    17              73.95   Item Total
FOOD
    17              73.95   Group Total

TAX                  3.45   Sales Tax
-------------------------
GROSS SL
                    73.95   Gross Sales 1
GROSS TL
                    77.40   Gross Sales 2
-------------------------
VOID
  12                33.05   Voids
VOID ALL
  20               220.40   All Void/Cancel
AVPR                 4.35   Average Item Price
AVIT                 1.55   Avg. # Items
AVTL                 6.72   Avg. Sale Total
-------------------------
CSHR JAMES
SERVICE
   3               189.99
~~~~~~~~~~~~~~~~~~~~~~~~~~~
```

Report #6: Coupon Report

```
                     **CPN**
                          X1          2
                ------------------------
                                          Coupon Descriptor
Coupon # ──── #01   SAL CPN       63.6%  ── Coupon %
                    7             -3.50  ── Count & Total
Coupon # ──── #02   BEV CPN        9.1%
                    1              -.50
              #03   DSRTCPN       27.3%
                    3             -1.50

               TOTL
                    8             -4.00  ── Sum all Coupons
                -------------------------
```

Report #7: Product Mix Groups

```
                                  **PROD MIX**
                                        Z1          28
                              ------------------------
Product Mix Group ——— MIX #01  SALMON

                               TIME RANGE            %  ——┐
                                    CNT           NSTL  ——┘  Report Legend
                              ------------------------
       Time Range ——— 06:00-11:00          8.5%  ———  % of Sales
            Count ———           4          7.80  ———  Major Group %
       Time Range ——— 11:00-11:30          2.1%
                                1          1.95
                      12:30-13:00         14.9%
                                7         13.65
                      13:00-13:30         31.9%
                               15         29.25
                      14:00-15:00          4.3%
                                2          3.90
                      15:00-15:30          6.4%
                                3          5.85
                      16:00-16:30         10.6%
                                5          9.75
                      16:30-17:00         12.8%
                                6         11.70
                      17:00-17:30          4.3%
                                4          7.80
                      17:30-18:00          4.3%
                                2          3.90
                      TOTL
Total Group Count ———          47         91.65  ———  Total Group Sales
                      ========================
Product Mix Group ——— MIX #02 SNAPPER

                       TIME RANGE            %
                            CNT           NSTL
                      ------------------------
                      11:00-11:30         33.3%
                                1         16.95
                      15:30-16:00         33.3%
                                1         16.95
                      17:30-18:00         33.3%
                                1         16.95
                      TOTL
                                3         50.85
```

Report #8: From-To PLU

```
                          ** PLU **
                               X1       22

                      -------------------------
PLU Name  ——      NY STRIP
                                  191.40  ——  Item Sales
   PLU #  ——      #000410           1.8%  ——  Sales %
   Count  ——          12          191.40  ——  Item Sales
          ——              .00        .00  ——
          ——              .00             ——
PLU Name  ——      RIBEYE
                                  149.50
                  #000420           1.4%
                      10          149.50
                          .00        .00
                          .00
                  T-BONE
                                  135.60
                  #000430           1.3%
                       8          135.60
                          .00        .00
                          .00
                  FILET
                                  107.70
                  #000440           1.0%
                       6          107.70
                          .00        .00
                          .00
                  SBTL                36  ——  Total Items in Range
                                  584.20  ——  Total Sales in Range
```

Note: *Range (From-To) PLU Reports are initiated by entering the first and last PLU numbers you want to report. Use one of the following procedures.*

[first PLU #] PLU **[last PLU #]** PLU

- or -

[first Preset PLU key] **[last Preset PLU key]**

Report #9: Each Cashier

```
     **CSHR**
            X1        20
------------------------
CSHR FRANK                 Cashier
SERVICE
     7           73.95     Service Total
CHK PAID
     7           73.95     Check Paid Total
GUESTS              14     Cover/Guest Count
NEW CHCK             7     New Check Count
------------------------
AMEX
     2           33.44     Charge 1 Transactions
CASH
     5           43.96     Cash Transactions
DRAWER
                 77.40     Drawer Total
NET SALE
     7           73.95     Net Sales
TOTL TIP
     0             .00     Total Tips
  %                .0%     Tip Percentage
------------------------
CASH DUE
                 43.96     Cash Due
------------------------
ITEM TL
    17           73.95     Item Total
FOOD
    17           73.95     Group 1 Total

TAX               3.45     Sales Tax
------------------------
GROSS SL
                 73.95     Gross Sales 1
GROSS TL
                 77.40     Gross Sales 2
------------------------
VOID
  12             33.05     Voids
VOID ALL
   5             23.40     All Void/Cancel
AVPR              4.35     Average Item Price
AVIT              1.55     Avg. # Items
AVTL              6.72     Avg. Sale Total
------------------------
```

Note: The totals appearing on this report are programmable. As a result, the totals on your Cashier Report may vary from the ones shown in the above example.

Report #10: From-To Subgroup

```
                        ** S.GR **
                              X1        28
                      ------------------------
Subgroup Name ------  SANDWICH
  Subgroup # ------   S.GR  04            3.7% ---- Subgroup Sales %
       Count -------       20            46.50 ---- Subgroup Sales
                              .00
                      ------------------------
                      BURGER                   ---- Item Name
                                         29.25 ---- Item Sales
                      #000210             2.4% ---- Item Number & %
                           15            29.25 ---- Item Count & Sales
      Items                 .00            .00 ----
       by                   .00                ----
    Subgroup          CHIC SND                 ---- Item Name
                                         17.25
                      #000240             1.4%
                           5             17.25
                            .00            .00
                            .00
                      ========================
Subgroup Name ------  ENTREES
                      S.GR 05            96.3%
                         100           1195.00
                            .00
                      ------------------------
                      NY STRIP
                                       1195.00
                      #000300            96.3%
                         100           1195.00
                            .00            .00
                            .00
                      ========================

                      + S-GRP              120 ---Positive Subgroup Count
                                       1241.50 ---Positive Subgroup Total
                      S-GRP TL             120 ---Total Subgroup Count
                                       1241.50 ---Total Subgroup Sales
                      ------------------------
```

Note: *After you go into this report menu, identify the range of subgroups you want to report. If, for example, you want to read only Subgroup #1, enter 1 and press CSHR. Then enter 1 and press CSHR again. To report Subgroups 1-5, enter: 1 CSHR, 5 CSHR.*

Report #11: Drawer Total

```
      **DRAW**
             X1        15
------------------------
CASH DWR
                 1310.99  —— Cash-in-Drawer
AMEX
     3             75.75  —— Charge 1 Count & Total
VISA
     3             12.41  —— Charge 2 Count & Total
DRAWER
                 1418.45  —— Drawer Total
R/A
     1              5.00  —— Received-on-Account
P/O
     1            -10.00  —— Paid Outs
COUPONS
     1              1.00  —— Coupon 1 Count & Total
```

Note: This report provides active drawer totals only. It gives you the amount of cash (net of coupons, R/A, P/O, etc.) currently in this workstation cash drawer. The totals shown in the sample may vary from those shown on your report.

Report #12: Food Cost

```
                **COST**
                      X1          21
            -------------------------
    Item  — BURGER
  Item #  — #000100
            FD COST%             61.5% — Food Cost %
            CNT@                   28@ — Usage Count
            FCST                 1.200 — Item Cost
            FD COST              33.60 — Usage Cost
            SALE                    28 — Sales Count
            NET SALE             54.60 — Sales
    Item  — STEAK SN
            #000800
            FD COST%             18.8% — Food Cost %
            CNT@                  105@ — Usage Count
            FCST                 2.250 — Item Cost
            FD COST             236.25 — Usage Cost
            NET SALE           1254.75 — Sales
           --------------------------
            FD COST%             20.6% — Total Food Cost %
            FD COST             269.85 — Total Food Cost
            SALE                   133 — Total Sales Count
            NET SALE           1309.35 — Net Sales Total
```

This report uses the following formulas for its calculations.

Usage	= Sales Count + Promo Count + Waste Count
Food Cost	= Combined cost of all ingredients/recipes associated with the item.
Usage Cost	= Usage x Item Food Cost
Net Sales	= Sales Count x Price
Food Cost %	= Food Cost ÷ Net Sales x 100

Note: The Food Cost Report is a Terminal (vs. System-wide) report that can automatically print at the end of System Close. If a Food Cost Report is to be taken outside of System Close, you must run a System-wide Z1 PLU Accumulation Report first.

Report #13: Inventory

```
                     **INVT**
                           X1          12
                   ------------------------
Ingredient #  ──#001   STEAK                  ── Ingredient Name
                 BEGIN              1000.00   ── Beginning Inventory
                 RECPT               100.00   ── Receipts
                 TR/IN                25.00   ── Transfer Ins
                 TR/OT                10.00   ── Transfer Outs
                 WASTE                -5.00   ── Raw Waste
                 T-USE               110.00   ── Theoretical Usage
                 SHELF              1000.00   ── Shelf Count
                 USAGE               112.00   ── Usage
                  END                998.00   ── Ending Inventory
                 VR+/-                -2.00   ── Variance
                 EFF-%                98.21   ── Efficiency %
                 FDCST               252.00   ── Food Cost
                 FC %                 18.31   ── Food Cost %
Ingredient #  ──#002   BURGER
                 BEGIN               500.00
                 T-USE                50.00
                 SHELF               450.00
                 USAGE                50.00
                  END                450.00
                 VR+/-                  .00
                 EFF-%               100.00
                 FDCST                60.00
                 FC %                  4.36
                 ------------------------
                 NET SALE           1376.15
                 FD COST             312.00
                 FD COST%             22.67
                 ------------------------
```

Notes:

- *The above example shows Inventory Report information provided at System Close. In this example, Ingredient #1 (Steak) shows all inventory calculations. If you do not enter Receipts, Transfers, etc., that information and the resulting calculations do not report for the ingredient (see Ingredient #2---Burger).*
- *See the Inventory Notes Section for information about the calculations provided on this report.*

Important: *This report is available only at the System Master. The totals are based on system-wide PLU sales data, whether you select the Terminal or System-wide report option.*

Report #14: Station Totals

```
            **STAT**
                   X1       58
   ------------------------
Station # ── STN#01
   NET SALE
        100          1376.15
   TAX TOTL
                       83.01
   EAT-IN
         92          1275.05
   TK-OUT
          8           101.10
   COUPON
         20            10.00
   GRAND TL
                   111594.35
   ------------------------
   STN#02
   NET SALE
         92           972.85
   TAX TOTL
                       58.21
   EAT-IN
         91           961.80
   TK-OUT
          1            11.05
   COUPON
          1              .50
   GRAND TL
                     1122.00
   ------------------------
   STN#03
   NET SALE
         78          1223.34
   TAX TOTL
                       73.43
```

Note: *Ten totals are available per workstation on the Station Total Report. These totals are programmable, so your report may vary from the sample above.*

This report is available only at the System Master. Prior to System Close, it provides only totals from the System Master. Following System Close, it provides totals from all workstations.

Report #15: Product Projection

```
                             ** PRD PROJ **   FRI      Day Reported
                                      X1      35       Report Type & Counter
                          --------------------------
Product Mix Group            CHICKEN
                              HOUR      WK1   WK2       Report
                                 WK3    WK4   AVG       Legend
      Time Period             11:30      57    57      Week 1 & 2 Counts
Week 3 & 4 Counts                 58     56    57      Average Count
                              12:30      77    75
                                  76     78    77
   Weekly Totals               TOTL     134   132      Week 1 & 2 Totals
Week 3 & 4 Totals                134    134   134      Weekly Average
                          ---------------------------
                             ** PRD PROJ **   FRI      Day Reported
                                      X1      35
                          --------------------------
Product Mix Group            STEAK
                              09:30      80    78
                                  82     76    79
                              10:30      68    66
                                  70     72    69
                              11:30      56    54
                                  52     58    55
                               TOTL     204   198
                                 204    206   203
                          --------------------------
                             ** PRD PROJ **   FRI      Day Reported
                                      X1      35
                          --------------------------
Product Mix Group            POTATO
                              12:30     240   220
                                 280    260   250
                              13:30     220   200
                                 275    287   246
                              14:30     180   169
                                 190    220   190
                              15:30     150   148
                                 168    170   159
                               TOTL     790   737
                                 913    937   845
                          --------------------------
                         ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
```

Report #16: Product Comparison

```
                        ** PRD COMP **    THU     Day Reported
                               X1          35
                       -------------------------
Product Mix Group          CHICKEN                Today's Count
                            HOUR   TODAY     AVG  Average Count
      Time Period          11:00       4       3
                           11:30      10       9
                           12:00      84      83
                           12:30      99      97
                           13:00      98      98
                           13:30      86      85
                            TOTL     381     374
    Today's Total                                 Average Total
                       =========================
                        ** PRD COMP **    THU     Day Reported
                               X1          35
                       -------------------------
Product Mix Group          STEAK
                            HOUR   TODAY     AVG
                           11:00      40      38
                           11:30      30      31
                           12:00      17      18
                           12:30      12      11
                            TOTL      99      98
                       =========================
                        ** PRD COMP **    THU
                               X1          35
                       -------------------------
                           POTATO
                            HOUR   TODAY     AVG
                           11:00     102     101
                           11:30     125     124
                           12:00     144     143
                           12:30     148     146
                           13:00     110     111
                           13:30      98      96
                            TOTL     727     721
                       =========================
```

Report #17: All Servers

```
                    **SRVR**
                            X1      35
                    ------------------------
Server Name  ----   SRVR FRANK
                    SERVICE
                        11          262.95  ----  Service Total
                    TRANS IN
                         1           14.55  ----  GCK Transferred In
                    TRNS OUT
                         1           23.40  ----  GCK Transferred Out
                    CHK PAID
                         7          248.40  ----  Checks Paid
                    NEW CHECK            7  ----  New Check Count
                    ------------------------
                    NET SALE
                         7          237.92  ----  Net Sales
                    ITEM TL
                        75          239.55  ----  Item Count & Total
                    DISC
                         1          -10.48  ----  Discounts
                    ------------------------
                    GROSS SL
                                    244.00  ----  Gross Sales Total
                    TAX TL
                                      3.76  ----  Total Sales Tax
                    ------------------------
                    CASH DWR
                                    108.83  ----  Cash-in-Drawer
                    CASH
                         4          103.83  ----  Cash Total
                    VISA/MC
                         6          157.85  ----  Charge 1
                    DRAWER
                                    261.68  ----  Drawer Total
                    ------------------------
                    TOTAL TIP
                         4           25.00  ----  Total Tips
                      %               9.5%  ----  Tip %
                    ------------------------
                    VOID
                         2            8.45  ----  Voids
                    VOID ALL
                         1            9.00  ----  All Voids
                    AVPR              3.19  ----  Average Item Price
                    AVIT             10.50  ----  Avg. # Items
                    AVTL             33.98  ----  Avg. Transaction
                    ------------------------
Server Name  ----   SRVR JESSE
                    SERVICE
                        25          288.65
                  ~~~~~~~~~~~~~~~~~~~~~~~~~~~~
```

Note: *Your Server Report is programmed with the totals you need for each server. As a result, your report format may vary from the one shown above.*

Report #18: Each Server

```
                        **SRVR**
                                 X1      35
                     ------------------------
Server Name          SRVR FRANK
                     SERVICE
                         11          262.95    Service Count & Total
                     TRANS IN
                          1           14.55    Checks Transferred In
                     TRNS OUT
                          1           23.40    Checks Transferred Out
                     CHK PAID
                          7          248.40    Checks Paid
                     NEW CHECK            7    New Check Count
                     ------------------------
                     NET SALE
                          7          237.92    Net Sales
                     ITEM TL
                         75          239.55    Item Count & Total
                     DISC
                          1          -10.48    Discounts
                     FREE ITM
                          1            4.45    Promos
                     GROSS SL
                                     244.00    Gross Sales Total
                     ------------------------
                     TAX TL
                                       3.76    Total Sales Tax
                     CASH DWR
                                     108.83    Cash-in-Drawer
                     CASH
                          4          103.83    Cash Total
                     AMEX
                          6          157.85    Charge 1
                     DRAWER
                                     261.68    Drawer Total
                     TOTAL TIP
                          5           25.00    Total Tips
                        %              9.5%    Tip %
                     ------------------------
                     VOID
                          2            8.45    Voids
                     VOID ALL
                          1            9.00    All Voids
                     ------------------------
                     SIDES
                         50          215.80    Subgroups
                     DESSERTS
                         20           17.00
                   ~~~~~~~~~~~~~~~~~~~~~~~~~~~~
```

Note: *The format and totals for this report are programmable. Your report may vary from the sample above.*

Report #19: From-to Guest Check

```
                        ** GCK**
                               X1          19
                      -------------------------
Guest Check #  ——     GCK#00000001
                       P/B                 51.70  ——  Check Balance
       Server  ——      JIM
     # Guests  ——      PRSN2             TABL2    ——  Table #
  Time Opened  ——      19:01              MAY 10  ——  Date Opened
Guest Check #  ——     GCK#00000004
                       P/B                 37.80
                       TONY
                       PRSN3             TABL18
                       19:10              MAY 10
                      GCK#00000008
                       P/B                 27.80
                       DANNY
                       PRSN4             TABL28
                       19:12              MAY 10
                      GCK#00000011
                       P/B                 17.80
                       ALAN
                       PRSN3             TABL7
                       19:13              MAY 10
                      TOTL                135.10  --Total Open Checks
                      -------------------------
```

Note: *The From-To Check Report allows you to read a sequential range of open checks. You start this report by entering the numbers of the first and last checks you want to read, as shown below. On your system, the Check # key may be labeled "Check Recall", "Table # Recall", "P/B", etc. Use the key you normally use to recall a serviced guest check balance.*

[first check #] CHECK # **[last check #]** CHECK #

Report #20: Open Guest Check by Server

```
                       ** GCK**
                            X1        19
                     -------------------------
   Guest Check #     GCK#00000001
                      P/B               51.70     Check Balance
          Server      JIM
        # Guests      PRSN2           TABL5       Table #
     Time Opened      19:01            MAY 10     Date Opened
   Guest Check #     GCK#00000015
                      P/B               41.95
                      JIM
                      PRSN4           TABL7
                      19:12            MAY 10
                     GCK#00000018
                      P/B               18.53
                      JIM
                      PRSN2           TABL8
                      19:15            MAY 10
                     GCK#00000019
                      P/B               48.35
                      JIM
                      PRSN2           TABL3
                      19:22            MAY 10
                     TOTL              160.53   --Total of Checks
                     -------------------------         Reported
```

Note: *This report lists all open guest checks for the server you specify. After you select this report, you must enter the number of the server you want to report. To do this, enter the Server # and press CASH.*

[server #] **CASH**

Report #21: Open Check by Table

```
                            ** GCK**
                                 X1          19
                       ----------------------------
Guest Check #  ——  GCK#00000099
                    P/B                 58.35  ——  Check Balance
       Server  ——   TONY
     # Guests  ——   PRSN2             TABL12  ——  Table #
  Time Opened  ——   23:01              MAY 10  ——  Date Opened
                   --------------------------
```

Note: You can use this report if you identified the table number associated with this guest check (and if you are not using table numbers for your guest check numbers). After you go into the GCK by Table menu, enter the number of the table you want to review and press CASH.

[table #] **CASH**

Report #22: Major Groups

```
                           ** MGRP **       Z1    28
                           ------------------------
Major Group Name           FOOD
         Group #           M.GR 01               96.4%     Major Group %
           Count              171              1598.45     Major Group Sales
                                  .00
                           ------------------------
                           STARTERS                        Subgroup Name
                           S.GR 01                6.3%     Subgroup # & %
      Linked                 46                 104.70     Count & Sales
    Subgroups                     .00
                           ENTREES
                           S.GR 05               90.1%
                              125              1493.75
                                  .00
                           ========================
Major Group Name           BEVERAGE
                           M.GR 02                3.6%
                               50                60.00
                                  .00
                           ------------------------
                           TEA
                           S.GR 22                1.3%
                               25                30.00
                                  .00
                           COFFEE
                           S.GR 22                1.3%
                               25                30.00
                                  .00
                           ========================
                           +M-GRP                  221     Sum of Major Groups
                                               1658.45     (Positive Groups)
                           M-GRP TL                221     Major Group Total
                                               1658.45
                           ------------------------
```

Notes:

- *If you have any active negative (subtracting) PLUs, a negative Major Group Total (-M-GRP) is also provided at the bottom of your report.*
- *If you are using a Direct Printer, the format of the Major Groups report differs from the sample shown above. However, the information continues to be the same.*
- *If you are not using the scale calculation, the SOLD$, SPCL$, and AVPR (TOTL ÷ CNT) totals are included on the Major Group report. The SPCL count is set when Flag 187 = 1.*

Balancing Formulas

The following abbreviations are used within the balancing formulas.

AUDC =	Audit (Negative Sales)
AVCP =	Average Coupon
AVIT =	Average Number of Items per Transaction
AVPR =	Average Item Price
AVTL =	Average Transaction Total
CAID =	Cash-in-Drawer Total
CAOW =	Cash Owed
CKID =	Check-in-Drawer Total
CPTR =	Coupon Transaction Total
CTAX =	Credit Tax
DRWR =	Drawer Total
ERRC =	Error Correction
PRGT =	Previous Non-Resettable Grand Total
NRNT =	Non-Resettable Net Total
NRGT =	Workstation Non-Resettable Grand Total
NRGT* =	System Non-resettable Grand Total
GRSS =	Gross Sales Total with tax
GSTL =	Gross Sales Total without tax
ITTL =	Item Total
TMTL =	Time Total
T-IN =	Server Checks Transferred In (from another server)

T-OT =	Server Checks Transferred Out (to another server)
TRIN =	Training Grand Total
SMLT =	Summary Group (Positive & Negative) Total

Calculation Tables

The system allows up to 99 Calculation Tables. These tables allow you to generate new totals for your reports by using existing totals to calculate new ones. The tables include a descriptor (to print on reports you specify); a status which indicates whether the total is reset when Z reports or System Open are done; a code explaining this is a total, a constant, or linked to another table and then enter two calculations codes to indicate whether it is a total or a counter and which mathematical operation it performs.

With the key in the P2 Manager Mode, you press one and CSHR. To move the cursor to the next line or to the second screen, press SBTL. Help screens are available help you determine entry in each position of the table.

1 **CSHR** **[Enter calc info]** **SBTL**

Balancing Formulas

AUDC = Sum of all Negative and zero-balance transactions, including Status Clear.

AVCP = CPTR ÷ CPTR Count

AVIT = ITTL Count ÷ # of Guests -or- ITTL Count ÷ Net Sale Count
(depending upon your application program)

AVPR = ITTL ÷ ITTL Count

AVTL = NSTL ÷ # of Guests -or- NSTL ÷ NSTL SALE Count
(depending upon your application program)

CAOW = (Cash + Cash 2) - (Cash Tips)

CPN% = |Coupons| ÷ (CPTR + |Coupons|)

DRWR = CAID + CKID + Charge 1 + Charge 2 + . . . Charge 10 + G.C. Redeemed

= (NSTL + Tax + Charge Tips + R/A + G.C. Sold) - P/0

GSTL = ITTL + Univ%+ + Promo (See Note 1)

GRSS = ITTL + Univ%+ + Promo + Tax + Gift Certificate Sold

= GSTL + Tax + Gift Certificate Sold (See Note 1)

NRGT = PRGT + GSTL + Tax + GC Sold + |Void| + |ERRC| + |All Void| + |AUDC|

= PRGT + GRSS + |Void| + |ERRC| + |All Void| + |AUDC|

NSTL = ITTL - |Coupons| - |Negative Items| + Tax + Tips + Univ%+ - Univ%-

Notes: 1. *Univ %+ can be programmed not to affect your Gross Sales Totals.*

2. *Univ %+ and Univ %- can be programmed not to affect your Net Sales.*

3. *Void, Error Correct, and All Void can be excluded from the NRGT.*

NRGT to GSTL : GSTL =
NRGT - Void - ERRC - All Void - Audit - Tax - Credit Tax - GC Sold

NRGT to NSTL: NSTL =
NRGT - Void - ERRC - All Void - Audit - Return - Promo - Discounts - Coupons - GC Sold - Tax - Credit Tax - Negative Groups - VAT

GRSS to NSTL: NSTL =
GRSS - Promo - Return - Discounts - Coupons - Negative Groups - Tax - Credit Tax

GSTL to NSTL: NSTL =
GSTL - Promo - Return - Discounts - Coupons - Negative Groups - Tax - Credit Tax - GC Sold - (2 x VAT)

Balancing Hints:

1. Service and Check Paid totals should agree if there are no open guest checks.

2. Service and Check Paid totals do not include tax.

3. Tips are not included in the NRGT, GSTL, or GRSS totals. Tips (%+) may be included in your NSTL total, depending upon your application program.

4. For balancing purposes, Value-Added-Tax (VAT) should not be included in the Tax total. Include VAT only in those formulas which specify VAT.

Manager Programs

P1 Mode Overview

The MGR Mode menu includes an option for programming: Programming 1. This option lets you access the programs you use for maintenance. It includes, the Server, Cashier, Employee, Recipe, and PLU programs. All of the programs in this section are accessed through the Programming 1 menu. As a result, they are often referred to as "P1 Mode" programs.

When you turn the keylock to MGR Mode, the following menu displays.

```
1  X (&PRGM)                                   11:15 LVL1  MGR
2  Z REPORT                                   *** MGR MODE ***
3  PTD REPORT
4  TRAINING
5  PROGRAMMING1




 DEBBIE
```

If you select the Programming1 option (5 CASH), the first set of programs displays, as shown below.

```
20  SELF TEST                             11:15 LVL1  MGR
24  FLGS/MISC                                 *** P1 MODE ***
27  PLU ADD/DLT
30  MESSAGES
31  CASHIERS




 DEBBIE
```

The P1 menu actually consists of several pages. This screen shows the first set of programs available in P1 Mode. You can use the Cursor Up key to display additional programs. The procedures for each of the available programs are explained in this section. Refer to the program you need.

Descriptor Codes

In some of the programs, you are asked to enter a descriptor. When you reach a descriptor line, you must enter a description or name for the item, coupon, server, cashier, or employee you are programming. If a descriptor is required in the program you access, you can enter it with the Descriptor Codes provided below. Or you can use the Alphanumeric Keyboard shown on the next page.

Alpha Codes				Numeric Codes	
A = 41	H = 50	O = 57	V = 66	0 = 20	5 = 25
B = 42	I = 51	P = 60	W = 67	1 = 21	6 = 26
C = 43	J = 52	Q = 61	X = 70	2 = 22	7 = 27
D = 44	K = 53	R = 62	Y = 71	3 = 23	8 = 30
E = 45	L = 54	S = 63	Z = 72	4 = 24	9 = 31
F = 46	M = 55	T = 64			
G = 47	N = 56	U = 65			

Miscellaneous Codes		
SPACE (blank) = 00	(= 10	< = 34
Double Wide = 88	) = 11	= = 35
Leading Space = 99	* = 12	> = 36
! = 01	+ = 13	? = 37
" = 02	, = 14	@ = 40
# = 03	- = 15	[= 73
$ = 04	. = 16	/ = 74
% = 05	/ = 17	] = 75
& = 06	: = 32	^ = 76
' = 07	; = 33	- = 77

Alpha Keyboard

The alphanumeric keyboard helps you enter descriptors. Use it for any of the descriptor lines in the manager programs. Access this keyboard using Alpha Shift (RCPT STOP).

1. Press ALPHA SHIFT.
2. Type the description you need.
3. Press CASH. This keyboard is turned off as soon as you enter a descriptor.
4. Press ALPHA SHIFT a second time to return to the normal keyboard layout.

<table>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>RCPT Stop</td><td colspan="2">Receipt Feed</td><td colspan="2">Journal Feed</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>LCD</td><td colspan="2">Cursor Up ↑</td><td colspan="2">Cursor Dn ↓</td></tr>
<tr><td colspan="2">Double Wide</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>|</td><td>{</td><td>}</td><td>:</td><td>"</td><td><</td><td>></td><td>?</td><td></td><td colspan="2">Clear</td><td colspan="2">Backspace</td><td></td><td></td><td></td><td></td></tr>
<tr><td>~</td><td>!</td><td>@</td><td>#</td><td>$</td><td>%</td><td>^</td><td>&</td><td>*</td><td>(</td><td>)</td><td>_</td><td>+</td><td>Clear</td><td></td><td></td><td></td></tr>
<tr><td>'</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>0</td><td>-</td><td>=</td><td>7</td><td>8</td><td>9</td><td></td></tr>
<tr><td></td><td>Q</td><td>W</td><td>E</td><td>R</td><td>T</td><td>Y</td><td>U</td><td>I</td><td>O</td><td>P</td><td>[</td><td>]</td><td>4</td><td>5</td><td>6</td><td></td></tr>
<tr><td></td><td>A</td><td>S</td><td>D</td><td>N</td><td>F</td><td>G</td><td>H</td><td>J</td><td>K</td><td>L</td><td>;</td><td>'</td><td>1</td><td>2</td><td>3</td><td>SBTL</td></tr>
<tr><td></td><td>Z</td><td>X</td><td>C</td><td>V</td><td>B</td><td>N</td><td>M</td><td>,</td><td>.</td><td>/</td><td>\</td><td></td><td colspan="2">0</td><td colspan="2"></td></tr>
<tr><td></td><td></td><td></td><td colspan="5">SPACE</td><td></td><td></td><td></td><td colspan="2">CASH</td><td colspan="2">CASH</td><td colspan="2"></td></tr>
</table>

Program 20: Self-Tests

Your Panasonic 5000 can run a number of self-diagnostic tests. You use these tests whenever you question the function of a particular workstation component. These tests can be run any time without affecting your workstation or application program. This procedure gives you the steps you use to run the tests.

1. Turn your keylock to MGR Mode.

2. Select the Programming 1 option. The P1 Mode menu, shown here, is displayed. If "Enter Manager" or a similar message displays, you must enter a valid manager number before you can continue. (See the Manager Log-On procedure).

   5 **CASH**

```
20  SELF TEST                          11:15 LVL1  MGR
24  FLGS/MISC                         *** P1 MODE ***
27  PLU ADD/DLT
30  MESSAGES
31  CASHIERS



 DAVE
```

3. Use the following sequence to select the Self-Test option. Your screen advances to the Self-Test menu shown on the next page.

   2 **0** **CASH**

```
1  LCD DISPLAY                     11:15 LVL1  MGR
2  REAR DISPLAY                   *** SELF TEST ***
3  PRINTER
4  ROM
5  KEYBOARD
6  MODE TEST




DAVE
```

Note: This is the first set or "page" of available tests. Press the Cursor Up key to display additional tests.

4. Initially, your screen lists Tests 1-6. This menu actually has several pages. If necessary, you can press Cursor Up to display the test you want. Enter the number of the test you need.

5. Press CASH.

[test #] **CASH**

6. When the test is finished, a tone sounds and "Test End" displays. Press CLEAR to return to the Self-Test Menu (to take another test). Or press CASH to return to the MGR Mode menu.

CLEAR -or- **CASH**

Note: All of the tests and test procedures are detailed on the next several pages. To confirm the results of a test, refer to the description you need.

LCD Display Test

Use the following procedure to test your operator display. This test shows all available screen characters in both regular and reverse video, with the various contrast settings. If this workstation includes a cash drawer, this test also checks the drawer.

1. Turn your keylock to MGR Mode.

2. Enter the following sequence to advance to the Self-Test menu.

   5 **CASH** **2** **0** **CASH**

3. Select the LCD Display Test. The test begins as soon as you enter the following sequence. Initially, your screen resembles the one shown here.

   1 **CASH**

```
***  LCD TEST  ***
 !"#$%&'()*+,-./012345678
9:;<=>?@ABCDEFGHIJKLMNOPQ
RSTUVWXYZ[\]^
```

Note: If a cash drawer is installed at this workstation, it opens when the Display portion of the test is complete. "Drawer Open" displays on your screen. Close the drawer to continue the test.

4. When the test is finished, press CLEAR or CASH. CLEAR takes you to the Self-Test menu, where you can select another test. CASH takes you to the MGR Mode menu.

   CLEAR -or- **CASH**

Rear Display Test

This test checks the customer display, at the back of the workstation. It displays available numbers and characters in each screen position. Use the following procedure for this test.

1. Turn your keylock to MGR. Use the sequence below to advance to the Self-Test menu.

   5 **CASH** **2** **0** **CASH**

2. Select the Rear Display test. The customer display lists the following sets of numbers and characters, one line at a time.

   2 **CASH**

0 0 0 0 0 0 0 0 0
1 1 1 1 1 1 1 1 1
2 2 2 2 2 2 2 2 2

:

9 9 9 9 9 9 9 9 9
8.8.8.8.8.8.8.8.8 ▼▼▼▼▼▼▼▼▼
0 1 2 3 4 5 6 7 8

3. When the test is finished, a tone sounds. Press CLEAR to return to the Self-Test menu.

4. Press CASH to return to the MGR Mode menu.

CLEAR -or- CASH

Printer Test

You can use this test to check the internal printer. If an optional Slip Printer is connected to your workstation, this test can check it, as well. To test the Slip Printer, place a check or paper form in the printer before you begin the test.

1. With your keylock in MGR Mode, enter this sequence to advance to the Self-Test menu.

5 CASH 2 0 CASH

2. Select the Printer test. The test generates a printout, similar to the one shown below.

3 CASH CASH

```
                   !
                  !"
                 !"#
                !"#$
               !"#$%
              !"#$%&
             !"#$%&(
            !"#$%&()
           !"#$%&()*
          !"#$%&()*+
         !"#$%&()*+,
        !"#$%&()*+,-
       !"#$%&()*+,-.
      !"#$%&()*+,-./
     !"#$%&()*+,-./0
    !"#$%&()*+,-./01
   !"#$%&()*+,-./012
   "#$%&()*+,-./0123
   #$%&()*+,-./01234
   $%&()*+,-./012345
~~~~~~~~~~~~~~~~~~~
```

```
~~~~~~~~~~~~~~~~~~~
%&()*+,-./0123456
&()*+,-./01234567
()*+,-./012345678
)*+,-./0123456789
*+,-./0123456789:
+,-./0123456789:;
,-./0123456789:;<
-./0123456789:;<=
./0123456789:;<=>
/0123456789:;<=>?
0123456789:;<=>?@
123456789:;<=>?@A
23456789:;<=>?@AB
3456789:;<=>?@ABC
456789:;<=>?@ABCD
56789:;<=>?@ABCDE
6789:;<=>?@ABCDEF
789:;<=>?@ABCDEFG
89:;<=>?@ABCDEFGH
9:;<=>?@ABCDEFGHI
~~~~~~~~~~~~~~~~~~~
```

```
~~~~~~~~~~~~~~~~~~~
MNOPQRSTUVWXYZ[\]^
NOPQRSTUVWXYZ[\]^-
OPQRSTUVWXYZ[\]^-
PQRSTUVWXYZ[\]^-
QRSTUVWXYZ[\]^-
RSTUVWXYZ[\]^-
STUVWXYZ[\]^-
TUVWXYZ[\]^-
UVWXYZ[\]^-
VWXYZ[\]^-
WXYZ[\]^-
XYZ[\]^-
YZ[\]^-
Z[\]^-
[\]^-
\]^-
]^-
^-
-
 *** TEST END ***
```

3. When the test is finished, a tone sounds. Press CLEAR to return to the Self-Test menu.

4. Press CASH to return to the MGR Mode menu.

CLEAR -or- **CASH** **CASH**

ROM Test

You can use this test to find out which version of software has been installed in your workstations. Your Panasonic Representative may need this information when you place a service call.

1. Turn your keylock to MGR Mode.

2. Enter this sequence to advance to the Self-Test menu.

5 **CASH** **2** **0** **CASH**

3. Select the ROM Test. The test begins as soon as you enter the following sequence.

4

```
      P1               20 CA
***   ROM TEST   ***
MR2.0-0 93.08.06
         E985
         D0EF
         4E38
         F0B6
***   TEST END   ***
```

Note: The ROM version used for your system may vary from the above example. The check sum depends upon the ROM version installed. Within your system, the versions and check sums should be identical.

4. When the test is finished, press CLEAR to advance to the Self-Test menu, where you can select another test.

5. Press CASH to return to the MGR Mode menu.

CLEAR	-or-

Keyboard Test

Use the Keyboard Test to confirm that all positions on your keyboard are operable. As you press a position on the keyboard the screen displays the associated hard key location code. This location is used to identify the position when you take a printout of keyboard.

1. Turn your keylock to MGR Mode.

2. Enter this sequence to advance to the Self-Test menu.

5	CASH	2	0	CASH

3. Select the Keyboard Test. Initially, your screen resembles the one shown here.

5 **CASH**

```
***   KEY TEST   ***

WAIT KEY:        IN KEY:
NEXT KEY: OF
```

Note: The "Next" key indicates the key you should press next. "In" lets you know which key you actually pressed. "Wait" indicates the key the system expected.

4. Starting with the upper left corner, press each of the key positions. Continue down the rows. If you press the keys in the correct order, and the key position is live, the "Wait" and "In" descriptions match.

5. When you are finished with the test, turn the keylock. Press CLEAR to remain in the Self-Test menu. Or press CASH to return to the MGR Mode menu.

CLEAR -or- **CASH**

Mode Test

The Mode test checks your keylock. When you enter this test and turn the keylock, the screen should display the current position. Use this procedure to take the test.

1. Turn your keylock to MGR Mode.

2. Enter this sequence to advance to the Self-Test menu.

5 **CASH** **2** **0** **CASH**

3. Select the Mode Test. The test begins as soon as you enter this sequence.

6 **CASH**

```
***   MODE TEST   ***

      MODE DATA: 01F0
```

4. Turn your keylock. As you switch the position, your screen should display a new "mode data" setting. If you turn to a position and nothing displays, the key switch may not be "live."

5. When the test is finished, press CLEAR or CASH. CLEAR takes you to the Self-Test menu, where you can select another test. CASH takes you to the MGR Mode menu.

CLEAR -or- **CASH**

IRC Send Test

Two tests are used to check communications between the workstations: IRC Send and IRC Receive. The "Send" part of the test sends a communication to another workstation, which has been set up to "Receive" the communication.

Note: Before you follow the procedure below, you must get another workstation ready to receive the communication. Go to the receiving workstation, and follow the steps described in the IRC Receive procedure. When the receiving workstation is ready, follow the procedure below.

1. With the keylock MGR Mode, enter this sequence to go to the Self-Test menu.

5 **CASH** **2** **0** **CASH**

2. Select the IRC Send Test. Your screen displays the menu shown below. The test sends a communication signal to the workstation you set up to receive the signal. An error message is displayed if the workstation is not correctly communicating or if you have not set up a "receiving" workstation.

7 **CASH**

```
***   IRC TX TEST   ***

SEND      TX:   OK
RECEIVING :     OK
```

3. When you are ready to return to MGR Mode, press CASH twice.

CASH **CASH**

IRC Receive Test

This test works, in conjunction with the IRC Send Test, to check your workstation communications. As a result, two workstations are involved in the test procedure. Use this procedure to get one of the workstations ready to receive a communication signal.

1. Turn the keylock MGR Mode.

2. Enter this sequence to advance to the Self-Test menu.

   5 **CASH** **2** **0** **CASH**

3. Select the IRC Receive Test. Your screen advances to the menu shown here.

   8 **CASH**

```
     ***   IRC RX TEST   ***
```

4. Leave this menu on your workstation. Go to another workstation and use the IRC Send Test procedure described on the previous page.

5. After you finish the IRC Send test at the other workstation, return to this workstation and press CASH twice to exit the test.

   CASH **CASH**

Time Clock

This Time Clock test is conducted during the factory manufacturing process to check the

16-Hz output. This test does not have a valid use for operators.

To test the internal workstation clock, you can use the alternate method below.

1. With the keylock in MGR Mode, enter this sequence to advance to the Date & Time Program.

   5 **CASH** **3** **3** **CASH**

2. Enter the correct date in mmddyy format. (For example, January 1, 1993 = 010193.)

   [date] **CASH**

3. Enter the correct time in hhmm format.

   [time] **SBTL**

   Note: Hours are set with in military time (12:00 noon = 1200, 1:00 p.m. = 1300, 2:00 p.m.= 1400....11:00 p.m. = 2300, 12:00 midnight = 0000).

4. Exit the Date & Time program by pressing CASH twice.

   CASH **CASH**

5. Turn off the Power Switch. Leave the switch off for two to three minutes.

6. Turn on the workstation Power Switch and check the time. If the battery backup circuit is defective, your time entry will be destroyed when the power is removed.

RS-232C Test

The RS-232C test is primarily used by your POS representative to check the optional RS-

232C hardware installed in your system. An additional connector is required for this test.

1. Turn the keylock MGR Mode.

2. Enter this sequence to advance to the Self-Test menu.

5 **CASH** **2** **0** **CASH**

3. Select the RS-232C test.

1 **0** **CASH**

```
*** RS232C TEST ***

    CH0:   OK  (or NG)
    CH1:   OK  (or NG)
    CH2:   OK  (or NG)


***   TEST END  ***
```

Note: You can have up to three RS-232C channels on your workstation. This test checks each one. NG indicates that RS-232C is not functioning correctly or is not installed. NG also displays if this test is taken without a direct-connect modem eliminator.

4. When you are ready to return to MGR Mode, press CASH twice.

CASH **CASH**

Magnetic Card Reader Test

You can use this test to make sure your Magnetic Card Reader is accurately interpreting data it reads.

1. Turn the keylock MGR Mode.

2. Enter the following sequence to go into the Self-Test menu.

5 **CASH** **2** **0** **CASH**

3. Select the Mag Card test.

1 **1** **CASH**

```
   *  MAG CARD READER *

        IS02  OK
```

4. Run a card through the Magnetic Card Reader. "OK" displays if the device is communicating. "NG" indicates a communication error (or worn card).

[swipe card]

5. To return to MGR Mode, press CASH twice.

CASH **CASH**

Tandem Test

The Tandem Test command initializes and runs each of the available Self-Test commands, without requiring operator intervention.

1. Turn the keylock to MGR Mode.

2. Use this sequence to advance to the Self-Test menu.

5 **CASH** **2** **0** **CASH**

3. Select the Tandem Test. Testing begins with the LCD Display Test, and continues through all available self-tests, ending with the RAM tests.

1 **2** **CASH**

4. Press CASH twice to return to the MGR Mode menu.

CASH **CASH**

Repeat Tandem Test

Repeat Tandem is designed to aid your POS representative in initial testing and troubleshooting. This test is not recommended for restaurant use, as it places the workstation in a continuous self-testing mode. Each of the tests run, without stopping.

If you start this test, you can only stop it using the following procedure:

(Leave the keylock in MGR position)
Turn the workstation Power Switch OFF, then back ON.

Make sure the keylock remains in MGR Position when power is restored. To power-up in another keylock position may result in file damage.

Key in Data Dump

This option (14) allows you to get a report of the last 4000 key sequences and prints out the trace data if the feature has been enabled (System Flag 195). This can assist in troubleshooting. For best information from the system, print this information from each workstation in the system. You can also use the PCLoader All Data Command to save the information.

Memory Dump

This option assists with troubleshooting when a problem occurs. It allows you to produce a report of memory data.

RAM Tests

Your self-test screen lists several RAM (Random Access Memory) tests. These tests check the portion of the memory holding your application program. The tests that apply to your restaurant depend upon the type of memory installed in your system.

Tests 16 through 19 concern workstations with 32Kb RAM chips installed. Tests 20 through 23 apply to workstations that have 128Kb RAM chips. Your Panasonic representative can tell you which tests to use.

Tests 16-19

These tests apply to workstations with 32Kb RAM chips. Use the following procedure to check your workstation memory. (See the description for Tests 20-23 if you are testing 128Kb memory chips).

1. Turn the keylock to MGR Mode.

2. Enter this sequence to advance to the Self-Test menu.

   5 **CASH** **2** **0** **CASH**

3. Select the test you need. Test 16 verifies the first 32Kb RAM chip. Test 17 tests chips 1 and 2. Test 18 verifies chips 1 through 3, and Test 19 verifies chips 1 through 4. Enter the number of the test you wish to take, as shown below.

[RAM test #] CASH

Note: If the RAM is verified, "OK" displays. If an error is detected, or if the RAM is not installed, "NG" displays. You may not need all four RAM chips to support your application program.

4. Press CASH twice to return to the MGR Mode menu.

CASH CASH

Tests 20-23

The second set of RAM tests concern installations using 128Kb RAM chips. If your workstations are using 128Kb RAMs, you can use the following procedure to test each of the installed chips.

1. Turn your keylock to MGR Mode.

2. Select the Programming 1 option.

5 CASH

3. Choose the Self-Test option.

2 0 CASH

4. Select the test you want to use. Test 20 verifies the first 128Kb chip. Test 21 verifies the first two 128Kb chips. Test 22 checks the first three chips, and Test 23 checks all 128Kb chips. Use the following procedure to start the test you want to perform.

[RAM test #] **CASH**

Note: When the RAM chip is verified, "OK" displays. If the chip is defective, or not installed, "NG" displays. Your workstations may not require all four RAM chips.

5. Press CASH twice when you are ready to return to the MGR Mode menu.

CASH **CASH**

Program 24: Miscellaneous Flags

Overview

Use Program 24 to access the Miscellaneous Flag programs, which include Universal (discount and surcharge) % Keys, Gift Certificate Redemption, Gift Certificate Sales, and Currency Exchange rates.

The following steps give you an overview of the Miscellaneous Flag programs. The procedures for each of the programs are described in detail later in this section.

1. Turn your keylock to MGR Mode.

2. Enter the following sequence to advance into the Misc Flag screen.

   5 **CASH** **2** **4** **CASH**

   Your screen displays a list of addresses, each of which is associated with a particular program. These programs and addresses are listed below.

3. Enter the address of the program you need.

4. Press CSHR.

   [address #] **CSHR**

Addresses 200-207, 225	Addresses 281-295
200 = Univ % Rate 1	281 = Currency Exchange 1
201 = Univ % Rate 2	282 = Currency Exchange 2
202 = Univ % Rate 3	283 = Currency Exchange 3
203 = Univ % Rate 4	284 = Currency Exchange 4
204 = Univ % Rate 5	285 = Currency Exchange 5
205 = Gift Cert (1) Sold	286 = Currency Exchange 6
206 = Gift Cert (2) Sold	:
207 = Gift Cert. Sold (3)	294 = Currency Exchange 14
225 = Gift Cert. Redemption	295 = Currency Exchange 15

After you select one of the addresses, the screen displays its current settings. An sample screen is provided on the next page. A brief description of the flag is provided to the right of the address number.

```
ADR  200  % (+/-) 1 RATE      14:00  LVL1
7136-0500                     *** MISCL ***

                              200 - 207/225/
                              281 - 295 CSHR
```

5. Refer to each individual program procedure to select the options for the address you have chosen. Enter the appropriate data (up to eight digits, depending upon the address).

6. Press CASH.

   [data] **CASH**

   The screen now displays the next address and its current settings.

7. You can repeat Step 5, if you need to make changes to this address.

8. If no further changes are needed, press CASH to exit the program.

   CASH

9. Press CASH again to return to the MGR Mode menu.

   CASH

Universal % Key Program

Your system can have up to five "Universal % keys". These keys are so named because they can be programmed to handle virtually any type of percentage operation, including discounts and surcharges. If your keyboard includes percentage keys, you can use this program to adjust the tax status, percentage rate, or any other change needed.

1. Turn your keylock to MGR Mode.

2. Enter this sequence to advance to the Miscellaneous Flag screen.

5	CASH	2	4	CASH

3. Enter the address of the Universal key you are programming.

2	0	0	CSHR	<Univ. %1 Address>
2	0	1	CSHR	<Univ. %2 Address>
2	0	2	CSHR	<Univ. %3 Address>
2	0	3	CSHR	<Univ. %4 Address>
2	0	4	CSHR	<Univ. %5 Address>

Your selection displays an 8-digit number. Each digit position of this number corresponds to a function of the Universal key. To simplify program explanation, the digits are described alphabetically: (a b c d - e f g h).

4. Choose from the options listed on the next page, then press CASH.

[a b c d e f g h] CASH

Note: Replace the a - h positions with the value of the selection you need. Your selections must be entered in the appropriate (a - h) position. Enter '0' for any positions you do not want to use. If you need more than one option within a set, add the values.

a) 1 = Tax 1 is affected by the Universal key.
2 = Tax 2 is affected.
4 = Tax 3 is affected.

b) 1 = This Universal key updates Net Sales.
2 = MGR lock is required for this Universal key.
4 = Set a preset 100% rate.

c) 1 = The percentage is applied item-by-item.
2 = The percentage is applied to a subtotal or discount subtotal.
4 = Allow the percentage to net Major Groups, Subgroups, and PLUs (valid only for item discounts, not for subtotal discounts)

d) 1 = The Universal key uses an open, manual percentage.
2 = The Universal key is a subtracting percentage, or discount. (If not set, the Universal key acts as an additive percentage or surcharge.)
4 = The cashier can override the preset percentage.

e-h) Preset % - enter the 4-digit rate (ex. 0700 =7%)
Open % - enter 0000.

Examples: 70121500 = item-by-item 15% Discount affecting all taxes.
12222500 = Subtotal 25% Disc with MGR compulsion; Tax 1 affected.
02201500 = 15% Surcharge with MGR compulsion, no taxes affected.

5. Repeat Steps 3 and 4 for each universal percentage key you want to change.

6. Press CASH twice to advance to the MGR Mode menu.

CASH **CASH**

Gift Certificate Sales Program

The 5000 System can include as many as three keys to record gift certificate sales. If your keyboard has gift certificate keys, you can use the following procedure to change the current assignment, amount, tax status, etc.) of each key.

1. Turn your keylock to MGR Mode.

2. Enter the following sequence to advance to the Miscellaneous Flag program.

5	CASH	2	4	CASH

3. Enter the address of the gift certificate you are programming.

2	0	5	CSHR	<G.C. Sold #1>
2	0	6	CSHR	<G.C. Sold #2>
2	0	7	CSHR	<G.C. Sold #3>

The address you selected displays an 8-digit number. Each digit of this number corresponds to the options currently selected for this gift certificate key. (Option digits are listed alphabetically for this explanation only).

4. Select new options by replacing a-h with the value that corresponds to the option you need. The option values are provided on the next page.

5. Press CASH to enter the new option, as shown below.

[a b c d e f g h] CASH

Note: Be careful to enter your selection in the appropriate digit position. Enter 0 in the position if you do not want any of the listed options. To select more than one option, you can add the values.

a) Tax Status: 0 = Do not update Tax.
1 = Update Tax 1.
2 = Update Tax 2.
3 = Update Tax 3.

b) If the certificate is Open, enter the value of the highest amount allowed (HALO):

0 - Not Allowed	4 = $ 99.99	8 = $ 999999.99
1 = $ .09	5 = $ 999.99	9 = $9999999.99
2 = $ .99	6 = $ 9999.99	
3 = $ 9.99	7 = $99999.99	

Note: You must select a HALO if you are programming an open gift certificate key. If you do not enter a high limit, "Invalid" appears if you attempt to use the key. HALOs are not required for preset gift certificates.

c-h) Use the last six digit positions to enter the gift certificate price. For example, if the gift certificate has a $1.00 value, enter 000100. If you are programming an open gift certificate, enter 000000.

Examples: 70000500 = A $5.00 gift certificate that updates all taxes.
13000000 = Open certificate, with a $9.99 limit, that updates Tax 1.
10001000 = A $10.00 gift certificate that updates Tax 1.

6. Repeat Steps 3 and 4 for each gift certificate you want to program or change.

7. Press CASH to return to the P1 Mode menu. You can make another selection from this menu, if necessary.

CASH

8. Press CASH again to return to the MGR Mode menu.

CASH

Gift Certificate Redemption Program

If your keyboard includes a Gift Certificate Redemption key, you can use Program 24, Address 225 change the current programming. This program gives you access to the tax status, pricing, and HALO options that apply to gift certificate redemption.

1. With your keylock in MGR Mode, use this sequence to advance to the Miscellaneous Flag program.

5 **CASH** **2** **4** **CASH**

2. Use these steps to advance to the Gift Certificate Redemption address (Address 225).

2 **2** **5** **CSHR**

3. Address 225 displays an 8-digit number. Each digit of this number corresponds to the options currently selected.

```
ADR 225  GIFT REDEEM              14:00  LVL1 P1
            7300-0000             *** MISCL ***

                                       200 - 207/225/
                                       281 - 295 CSHR
```

To change the current assignment for the Gift Certificate Redemption key, select from the options listed on the next page.

Note: Options are only listed alphabetically for this explanation.

[a b c d e f g h] **CASH**

a) Tax Status:

0 = No Tax	4 = Tax 3
1 = Tax 1	5 = Tax 1 & 3
2 = Tax 2	6 = Tax 2 & 3
3 = Tax 1 & 2	7 = Tax 1, 2, & 3

b) If your Gift Certificate Redemption key is open, enter the value associated with the highest amount allowed on the key. Enter '0' *only* if your Gift Certificate Redemption key has a preset amount.

0 - Not Allowed	4 = $ 99.99	8 = $ 999999.99
1 = $ .09	5 = $ 999.99	9 = $9999999.99
2 = $ .99	6 = $ 9999.99	
3 = $ 9.99	7 = $99999.99	

c-h) If the Gift Certificate Redemption key is preset, enter the preset amount ($.01-$9999.99). If the key is open, enter 000000 for positions c-h.

Example: *00001000 = $10.00, non-taxable gift certificate redemption key.*
70000100 = $1.00 gift certificate redemption that updates tax.
03000000 = Non-taxable, open amount redemption with a $9.99 HALO.
74000000 = Open redemption with a $99.99 HALO that updates tax.

4. To leave this program, press CASH. The screen returns to the P1 Mode menu. You can select another option from the P1 Mode menu, or continue to Step 5 to return to MGR Mode.

CASH

5. To return to MGR Mode, press CASH.

CASH

Currency Exchange Program

The Miscellaneous Flag program also gives you access to currency exchange rate programs. If your restaurant routinely handles foreign currency, your keyboard can include as many as fifteen currency exchange keys. Each of the exchange keys is programmed with the current exchange rate, so you can translate the transaction total into the foreign currency.

Use the following procedure to adjust the current rate of exchange.

1. With your keylock in MGR Mode, enter this sequence to advance to the currency exchange address.

   5 **CASH** **2** **4** **CASH**

2. Enter the address of the currency exchange key you want to change. Select only one of the following addresses, depending upon the currency exchange rate you want to change. The addresses are listed below.

   [address #] **CSHR**

Addresses 281 - 288	**Addresses 281-295**
281 = Currency Exchange 1	289 = Currency Exchange 9
282 = Currency Exchange 2	290 = Currency Exchange 10
283 = Currency Exchange 3	291 = Currency Exchange 11
284 = Currency Exchange 4	292 = Currency Exchange 12
285 = Currency Exchange 5	293 = Currency Exchange 13
286 = Currency Exchange 6	294 = Currency Exchange 14
287 = Currency Exchange 7	295 = Currency Exchange 15
288 = Currency Exchange 8	

   Your screen displays eight digits corresponding to the exchange rate currently assigned.

3. Enter the new eight-digit rate in the field shown on the next page.

Use the following formula to set the new exchange rate:

<u>3-digit integer</u> <u>4-digit decimal</u>

[___ ___ ___ ___ | ___ ___ ___ ___] **CASH**

Note: The decimal is automatically placed in the fourth digit position (xxxx.xxxx). Enter a '1' in the first digit to have the sale total ***divided*** *by this rate. Or enter '0' in the first digit to* ***multiply*** *the sale total by this rate.*

Example: If you are programming a Yen exchange rate, and $1.00 translates to ¥138.40, you would enter 01384000.

4. Repeat Steps 2 and 3 for each currency exchange rate you need to update.

5. Press CASH to exit to the P1 Mode menu. You can make another selection from this menu, if necessary.

CASH

6. Press CASH again to return to the MGR Mode menu.

CASH

Program 26: Time Range Program

Use Program 26 to set up the time intervals you want to track on your Time Reports. Your system can have as many as 48 time ranges, depending on the number of intervals you want to report.

1. With the keylock in MGR Mode, use these steps to access the Time Range program.

   5 **CASH** **2** **6** **CASH**

   Your system displays the Time Range menu, shown below. The addresses you can use display beneath the program heading (on the right half of the screen).

2. Select the address with the range you want to change.

Note: After you select an address, the current time range setting displays. See the Program Printout description, to print all current settings.

[address #] **CSHR**

```
ADR  100                                   21:00 LVL1 P1
             1100-1130          ** TIME RANGE **
                                      100 - 147 CSHR
                                      200 - 224 CSHR
                                      300 - 347 CSHR
                                      (HHMM HHMM) CASH
```

Note: Use the 100 series of addresses for Sales time ranges (the ones you see on the All Sales Time Report). Use the 200 series addresses for Product time ranges (the ones you use for the Product Mix, Projection, and Comparison reports).

3. Enter the new starting and ending times for the range address you selected. Enter the new range with the sequence shown below.

   [__ __ __ __ __ __ __ __] **CASH**

   - start time - | - end time -

   Note: Time Ranges are 8-digit entries, with a 4-digit starting time and a 4-digit ending time. (Except for the 300 series which have a 4-digit entry.) A range that goes from 10:00 a.m. to 1:00 p.m. is entered as 10001300 CASH. Sales cannot be accumulated in more than one range; that is, if you program a 9:00-11:00 range, you cannot program a second range to report 10:00-10:30 sales.

   Remember to use military time for afternoon and evening time entries. For example, Noon = 1200, 1:00 p.m. = 1300, 2:00 p.m. = 1400, 3:00 p.m. = 1500, 4:00 p.m. = 1600 ... 9:00 p.m. = 2100, 10:00 p.m. = 2200, 11:00 p.m. = 2300, and Midnight = 0000.

   When you enter a time range, the system automatically steps down to the next available address.

4. Repeat the Step 3 procedure to change the displayed time range. Or repeat Steps 2 and 3 to change a different time range.

5. Press CASH to return to the P1 Mode menu. You can select another option from this menu, if necessary.

   CASH

6. Press CASH again to return to the MGR Mode menu.

   CASH

Program 28: Product Mix Program

Use Program 28 to set up the Product Mix Group categories that track totals on your Product Mix, Product Projection, and Product Comparison Reports. In this program, you assign a name to the group and select the type of count it reports.

1. With the keylock in MGR Mode, use this sequence to go into the Product Mix program.

   5 **CASH** **2** **8** **CASH**

2. Enter the number of the Product Mix Group you are programming. The system displays the number of groups available. (In the following example, groups 1-20 are available.)

   [group #] **CSHR**

```
                                          14:20 LVL1 P1
                                        *** MIX#  1 ***
     DSCRPT
                                     1 - 20  CSHR
     #/UNIT      00                 (DSCRPT)  CASH
                                    (#/UNIT)  SBTL



  JIM
```

Note: The number of the group you selected displays below the time line. If a product mix group is already assigned to the number you entered, its current settings display. In the above example, the selected number is not yet programmed.

3. If you are changing the descriptor, place the Alpha overlay on the keyboard and press ALPHA SHIFT. Type the name of the product mix group.

4. Press CASH.

ALPHA SHIFT **[product mix name]** **CASH**

This Product Mix Group can record piece (unit) counts or head counts. With "piece count", items update the group counter by one or by the number of pieces programmed in the PLU program. If, for example, you sell one piece of chicken, the Chicken group counter is updated by one. If you sell a 2PC Chicken (programmed for two pieces), the group counter is updated by two.

5. Enter 0 and press CASH for this type of count.

With "head count", each menu item contributes toward a whole unit. If, for example, you enter '9' for a Chicken group, you must sell nine pieces of chicken to update the counter by one. If you want the group to use this type of count, enter the number of pieces per unit and press CASH.

0 **CASH** -or- **[# pieces per head]** **CASH**

(Piece Count) *(Head Count)*

6. Repeat Steps 2-5, as needed, for each Product Mix Group you need to change.

7. When you are finished with the Product Mix Group program, press CASH to return to the P1 Mode menu.

CASH

8. To return to the MGR Mode menu, press CASH again.

CASH

Note: See Program 35 to link menu items to the Product Mix Group.

Program 30: Messages & Prompts Program

Program 30 gives you access to two types of messages: Preamble/Logo & Postamble and the Prompts & Error Messages. Refer to the description for the type of message you want to modify.

Programming the Preamble or Postamble

The preamble is a three-line message that appears at the top of your reports and customer receipts. The postamble is the trailer message that prints at the bottom of the receipts and reports. Use the following procedure to program these messages.

1. With the keylock in MGR position, use this sequence to advance to the Messages program.

   5 **CASH** **3** **0** **CASH**

2. Go to the address that corresponds to the line you are programming. A general description for each of the addresses is provided below.

   [address #] **CSHR**

Postamble Line		*Addresses*	*Preamble Line*		*Addresses*
Line 1	=	*200, 201*	*Line 1*	=	*206, 207*
Line 2	=	*202, 203*	*Line 2*	=	*208, 209*
Line 3	=	*204, 205*	*Line 3*	=	*210, 211*

3. Place the alpha overlay on the keyboard and enter the new logo or postamble message.

   RCPT STOP **[1-16 character description]** **CASH**

For example, a logo with "Panasonic 5000 Series" centered on the first line would be programmed like this:

```
206 CSHR _ _ _ _ _ P A N A S O N I C _ 5 CA
207 CSHR 0 0 0 _ S Y S T E M _ _ _ _ _ _ CA
```

You can center a typical Postamble message, "THANK YOU - VISIT AGAIN", on the bottom of the receipt using the following:

```
204 CSHR _ _ _ _ _ T H A N K _ Y O U _ - CA
205 CSHR _ V I S I T _ A G A I N _ _ _ _ CA
```

4. Repeat Steps 2 & 3 for each line of the preamble or postamble you want to change.

5. Press CASH twice when you are ready to return to the MGR Mode menu.

CASH **CASH**

Prompts & Error Messages

Throughout this document, you have seen references to prompts and error messages that appear, in most instances, when you omit a step from a procedure. Many of these error messages are programmable. Your system is set up with the messages that make most sense for your restaurant. Use the following procedure to change the current messages.

1. With the keylock in MGR position, use this sequence to go into the Messages program.

5 **CASH** **3** **0** **CASH**

2. Go to the address that corresponds to the line you are programming. A general description for each of the addresses is provided on the next page.

[address #] **CSHR**

3. Place the alpha overlay on the keyboard and enter the new message. You can use up to 16 characters.

RCPT STOP **[1-16 character description]** **CASH**

After you enter your new message, the screen automatically moves to the next message address. Your last entry displays at the bottom of the screen.

4. You can change the message for this line, if necessary, or follow Steps 2 and 3 to go to a new address.

```
ADR  101                                   19:35  LVL1
SUBTOTAL ?                                 *** MESSAGES ***

                                           100 - 199 CSHR
ADR 100                                    200 - 214 CSHR
HALO/LALO ERR
```

5. Repeat Steps 2 through 4 for each message you want to change.

6. To leave this menu, press CASH once to go back to the P1 Mode menu.

7. Press CASH again to return to the MGR Mode menu.

CASH **CASH**

Prompts & Error Messages Table

The table of prompts and error messages(system defaults) is here for reference. Your messages may already be customized to fit your situation.

Address	Error #	Default Message	Address	Error #	Default Message
100	00	HALO/LALO ERR	136	36	TERM# PROG ERR
101	01	SUBTOTAL ?	137	37	(Reserved)
102	02	ENTER CASHIER #	138	38	ENTER ACT INV
103	03	ENTER SERVER #	139	39	STORE NOT CLOSED
104	04	ENTER AMOUNT	140	40	VERIFY DEPOSITS
105	05	CAID HALO	141	41	ENTER DEPOSITS
106	06	MODIFIER ?	142	42	VERIFY INVENTORY
107	07	ENTER P/B	143	43	HOST POLLING
108	08	CHECK ENDORSE	144	44	ENTER MANAGER #
109	09	ENTER #	145	45	MODFR MISMATCH
110	10	VALIDATE	146	46	NON ELIGIBLE
111	11	SERVER ID ERR	147	47	EXT.PRINTER BUSY
112	12	RE-ENTER	148	48	GCK BUFFER FULL
113	13	OVERFLOW	149	49	NEW SLP & RESTRT
114	14	CHANGE ROLL & RS	150	50	SRVR DISABLED
115	15	DRAWER OPEN	151	51	NOT FINALIZED
116	16	COMM BUSY	152	52	PREVIOUS ITEMS
117	17	TERMINAL BUSY	153	53	(Reserved)
118	18	INVALID OPERATION	154	54	(Reserved)
119	19	BUFFER FULL	155	55	(Reserved)
120	20	NOT DISCOUNTABLE	156	56	GCK BACK-UP MODE
121	21	SLIP OUT	157	57	OFFLINE
122	22	NOT FOUND	158	58	GCK PROCESSING
123	23	COMM START	159	59	NOT ACCEPTED
124	24	COMM END	160	60	TENDER CORRECT
125	25	ENTER IN / OUT	161	61	INVALID RECEIPT
126	26	ENTER # OF GUEST	162	62	*PARTIAL CHECK*
127	27	PLU SHIFT ?	163	63	INVALID KEY CODE
128	28	ENTER PSN#	164	64	ALL VOID/CK PRNT
129	29	ENTER TBL#	165	65	SELECT NEXT KEY1
130	30	*** ALL VOID ***	166	66	SELECT NEXT KEY2
131	31	CALL MANAGER	167	67	SELECT NEXT KEY3
132	32	TRAINING MODE	168	68	SELECT NEXT KEY4
133	33	INVALID RECEIPT	169	69	SELECT NEXT KEY5
134	34	ORDER CHANGE	170	70	MODE CHECK ERR
135	35	ENTER TIME			

Address	Error #	Default Message	Address	Error #	Default Message
171	71	KILOGRAM ERROR	191	91	INVALID CARD
172	72	POUND WHT ERROR	192	92	PLEASE TRY AGAIN
173	73	GCK BACKUP-UP DOWN	193	93	ENTER PRINTER/I
174	74	(Reserved)	194	94	SP ASSIGN WAIT
175	75	PROCESSING	195	95	S PRINTER BUSY
176	76	BAD CONFIG	196	96	MAN WT
177	77	GCK MASTER DOWN	197	97	R/CHANGE ROLL
178	78	WEIGHTING	198	98	STORE ID FOR REPORTS
179	79	MOTION ERROR			
180	80	ZERO ERROR	199	99	PASS WORDS FOR HOST POLLING
181	81	UNDER CAPACITY			
182	82	OVER CAPACITY	200		
183	83	DISPENSER ERROR	:		
184	84	LOW COIN ALARM	236		
185	85	SCALE ITEM ?	238		DUPLICATE CHECK
186	86	NON SCALE ITEM ?	239		GCK IS IN USE
187	87	SWIPE CARD	240		PC OFFLINE
188	88	CARD HAS EXPIRED	241		PC ONLINE
189	89	CARD# : N #			
190	90	EXP.: MM/YY DATE			

Program 31: Cashier File Programming

Use Program 31 to enter the names and log numbers of each cashier and manager who uses the 5000 System workstations.

1. With the keylock in MGR position, use this sequence to select the Cashier program.

   [5] [CASH] [3] [1] [CASH]

2. Enter the number of the cashier you are programming.

   Note: The numbers you can use depend upon your Memory Allocation. Your screen displays the numbers you can use. (In the following example, numbers 1-20 are available.)

   [cashier #] [CSHR]

```
                                      14:20 LVL1 P1
                                    *** CSHR  19 ***

                                    1 - 20  CSHR
       0000000                      (NAME)  CASH
                                    (CODE)  SBTL




  JOHN
```

   Note: The screen displays the current assignments (name and log number) for this cashier. In the above example, the selected cashier number is currently unassigned.

3. To change the cashier name, press ALPHA SHIFT and enter the cashier or manager name. You can use up to eight characters.

4. Press CASH.

RCPT STOP **[cashier name]** **CASH**

5. Enter the 7-digit log-on code number.

6. Press SBTL. This is the number the cashier or manager uses to log onto a workstation.

[cashier log #] **SBTL**

7. Repeat Steps 2-5 for each cashier or manager you must change.

8. When you are finished with the Cashier Program, press CASH to return to the P1 Mode menu.

CASH

9. To return to the MGR Mode menu, press CASH.

CASH

Program 32: Server File Programming

Use Program 32 to enter or change the names and log numbers of the servers who will be using the system.

1. With the keylock in MGR position, enter this sequence to select the Server program.

   5 **CASH** **3** **2** **CASH**

2. Enter the number (from the P33 worksheet) you are using for this server.

   [server #] **SRVR**

Note: If you log on with the Coded Server # sequence (server #, SVR), this number serves as the server's log number, and you need not follow Step 4.

```
                                   14:20 LVL1 P1
                                  *** SRVR  19 ***

                                  1 - 50  SRVR
      0000000                     (NAME)  CASH
                                  (CODE)  SBTL




  PETER
```

3. If you are using the Secret Server Log-On procedure (SVR, server #, SVR), use the next sequence to assign or change the server log number. You can use up to seven digits for the number.

   [server log #] **SBTL**

4. To change the server's name, press ALPHA SHIFT and enter the server name. (You can use up to eight characters.)

5. Press CASH.

Note: If you do not enter a server name, the server number (from Step 3) displays on the screen and prints on customer receipts.

RCPT STOP **[server name]** **CASH**

6. Repeat Steps 2-5 for each server you must program or change.

7. When you are finished with the Server program, press CASH to return to the P1 Mode menu.

CASH

8. To return to the MGR Mode menu, press CASH again.

CASH

Program 33: Date & Time Program

After the date and time are initially set at your workstations, you should not normally need to make changes. An exception would be the change needed for the start and end of Daylight Savings, where applicable. Use Program 33 to change either the date or the time at a particular workstation.

1. With the keylock in MGR position, enter this sequence to select the Date & Time program.

   5 **CASH** **3** **3** **CASH**

2. To change the date, enter the new date

3. Press CASH.

   Note: Enter two digits for the Month, two digits for the Day, and two digits for the Year. For example, January 2, 1994 = 010294.

   [date] **CASH**

4. To change the time at this workstation, enter the new time in hhmm format.

5. Press SBTL.

   Note: Remember to use military time for afternoon and evening hours. For example, Noon = 1200, 1:00 p.m. = 1300, 2:00 p.m. = 1400, 3:00 p.m. = 1500, 4:00 p.m. = 1600... 10:00 p.m. = 2200, 11:00 p.m. = 2300, Midnight = 0000.

   [time] **SBTL**

6. Press CASH twice to return to the MGR Mode menu.

   CASH **CASH**

Program 34: Summary, Major, and Minor Group Program

For reporting purposes, your menu items can be linked to a Minor Group (also called a "Subgroup"), which is then linked to a Major Group. For additional report detail, these Major groups are linked to a Summary group.

Summary Groups usually represent a broad category, such as Food, Liquor, Beer, Wine, etc. They are, in turn, broken down into a more specific categories or Major Groups for an additional activity breakdown. Once you assign the Major Groups, you can subdivide them into more specific Subgroups. For example, you could link a "NY Strip" menu item to an "Entree" Major Group, which could, in turn, be linked to a "Food" Summary Group. With this assignment, the restaurant can report sales activity for the NY Strip, the Entree Subgroup and the Food Summary Group.

Use Program 34 to program or make changes to your Summary, Major, and Minor Groups. You can have up to fifteen Summary Groups, and twenty Major Groups. Up to 99 Minor Groups can be assign (depending on Memory Allocation). Your screen lists the available number of addresses.

1. With the keylock in MGR position, enter this sequence to select the Group program.

   5 **CASH** **3** **4** **CASH**

2. If you are programming a Minor Group (Subgroup), enter the number of the subgroup. Available numbers display on your screen, below the program heading. (In the example on the next page, numbers 1-99 are available).

   [subgroup #] **CSHR** -or-

   If you are programming a Major Group, enter the address that corresponds to the group you are programming. Twenty addresses, 101-120, are available.

   [major group address] **CSHR** -or-

If you are programming a Summary Group, enter the address that corresponds to the group you are programming. Fifteen addresses are available (121-135). Address 101 corresponds to Major Group 1, Address 102 corresponds to Major Group 2, Address 103 corresponds to Major Group 3, etc.

[major group address] **CSHR**

The screen displays the current settings for the group you selected, as shown here.

```
                                            14:20 LVL1 P1
                                          ***** SM01 *****
     DSCRPT   BEVERAGE                    1 - 99, 101 - 120
                                          201 - 215 CSHR
                                          (DSCRPT)  CASH
     M-GRP#   01                          (M-GRP#)  SBTL




  THOMAS
```

Note: This screen shows Subgroup options. These options display whenever you enter numbers between 1 and 99, which are subgroup numbers. The screen appearance changes slightly if you enter numbers between 101 and 120, which correspond to Major Groups. If you enter numbers between 201 and 215, corresponding to Summary Groups.

3. If you are changing a descriptor, press ALPHA SHIFT (Receipt Stop) and enter the group name. You can use up to 16 characters.

4. Press CASH.

RCPT STOP **[group name]** **CASH**

5. If you are programming a Minor Group (Subgroup), enter the number of the Major Group to which this group links. You can enter numbers 1-10.

6. Press SBTL.

Note: If you entered a Major Group number in Step 3, this option is not available.

[major group link #] SBTL -or-

If you are programming a Major Group, enter the number of the Summary Group to which this group links.

7. Press SBTL.

Note: If you entered a Summary Group number in Step 3, this option is not available.

[summary group link #] SBTL

8. Press CASH twice to return to the MGR Mode menu.

CASH CASH

Program 35: PLU Programming

Use Program 35 to enter all information associated with a PLU item, including the descriptor, price, and steering.

This program provides a menu to assist you with programming. When you first access the program, you see the first "page" of the menu. You can press CSHR to go to the second page. You move the cursor to a specific line by entering a line number, and pressing CSHR. Then you enter the values you need for the selected line and press CASH to set the entry.

1. With the keylock in MGR position, enter this sequence to go into the PLU Program.

   5 **CASH** **3** **5** **CASH**

2. Enter the number of the PLU you are programming. The screen advances to the menu shown here.

   [PLU #] **PLU**

```
  1 DSCRPT                           14:00  LVL1
                                    *** PL-000100 ***
  2 STAT 1   0000
  3 STAT 2   0000                   ENTER (PLU#) PLU
  4 STAT 3   000                    (LINE#)  CSHR
■ 5 PRICE/H  0000.00                (PRICE/H) CASH
```

Note: Initially the cursor appears on the Price line. The PLU number you entered displays beneath the program heading. If this number is already assigned to a PLU, the current program information displays for each field.

3. The PLU menu consists of four pages. Use the next procedure to move the cursor

to the line (1-16) you need to change, then refer to the description for that line. You can also press CSHR to move the cursor down, one line at a time.

[line #] CSHR

Line 1: Descriptor
Enter the PLU item name. Two lines, with 8-characters per line, are available per item.

Line 2: Status 1 Options

Note: You can list your options on-screen by pressing MENU LOOK-UP.

A: Enter the minimum number of modifiers or condiments (0-7) *required* for this item. A '2' programmed here for a chicken dinner would force you to enter at least two side dishes with the dinner. The Condiment Compulsion option must also be set in Status 2.
B: 1= Require a Shift key (e.g., "Small" or "Large") for this PLU item.
2= This PLU price is subtracted from the customer total (subtracting PLU).
4= Add Tax 4 (for Canada Gross Sales Tax only).
C: 1= Add Tax 1 to this item.
2= Add Tax 2 to this item.
4= Add Tax 3 to this item.
D: 1= Disable this PLU item.
2= Enable red print for this item. (Availability depends upon your printer.)
4= Disable Tandem PLU print/display. Select this option only if you are programming a Tandem PLU. This option may only disable the display, depending upon your programming.

Line 3: Status 2 Options

Note: You can list your options on-screen by pressing MENU LOOK-UP.

A: 1= Require Double Shift for this item. If set, this item **requires** a single shift (0-9) and a double shift (10-90) for each registration.
4= This PLU is Open (versus Preset).
B: 1= This item acts as a Modifier/Condiment.
2= This item acts as a Memo Modifier/Condiment, which does not add to the customer total and does not print on reports.
4= Allow Discounts to this item.
C: 1= Inhibit use of Promo with this item.
2= Require a modifier/condiment with this item.
4= This item does not add to the customer itemizer.

D: 1= Disable Receipt print.

2= Disable Journal print.
4= Disable Slip print.

Line 4: Status 3
A: 1= This item does not require a scale.
2= Require a scale.
B: 1= This item has a GST Exception (Canada only).
2= Enable a Special Price PLU.
4= Enable Multiple Prices for this item.

Line 5: Price
If this item is preset, enter the 6-digit item price ($.00 - $9999.99). If you are programming an open PLU, enter the high amount limit ($.00 - 9999.99).

Line 6: Price 2

Line 7: Price 3

Line 8: Price 4

Line 9: Remote Steering
If this item should be relayed to a remote device (printer or video), select applicable steer flags. If the item goes to more than one device, you can add the values.
A: 1= Assign Steer Flag 4 to the item.
2= Assign Steer Flag 5 to the item.
4= Assign Steer Flag 6 to the item.
B: 1= Assign Steer Flag 1 to the item.
2= Assign Steer Flag 2 to the item.
4= Assign Steer Flag 3 to the item.

Note: You later direct these Steer Flags to a System Printer or KVS Monitor in the X1 Steering program.

Line 10: Coupons
Define the coupon number registered for this item upon depression of the COUP1, COUP2, or COUP3 key. Use the coupon numbers from Program 36.
Cp3: Enter the 2-digit coupon # assigned to the COUP 3 key.
Cp2: Enter the 2-digit coupon # assigned to the COUP 2 key.
Cp1: Enter the 2-digit coupon # assigned to the COUP 1 key.

Line 11: Product Mix
You can link this item to as many as two Product Mix Groups. Use Product Mix numbers from Program 28. Both of these entries are optional.

Mix2: Enter the secondary Product Mix Group number for this item.

Mix1: Enter the primary Product Mix Group number for this item. The group number you enter in this field can track any special piece counts you later specify in Line 10.

Line 12: Recipe #
Enter the number of the recipe (from Program 55) you are using for this item. Or enter 0 if you are not using a recipe for this item.

Line 13: Pieces
Enter up to 99 pieces added to the Product Mix Group counter (Line 8) each time this item is registered. If, for example, you are programming a 2PC Chicken Snack with Biscuit.

Mix2: Enter a '2' in this field to update the Chicken Product Mix Group by two, each time you register a 2PC Chicken Snack with Biscuit.

Mix1: Enter a '0' or '1' to update the Biscuit Product Mix Group by one, each time you register a 2PC Chicken Snack with Biscuit.

Note: Your entry in this field only updates the Product Mix Group number you enter in the Mix 1 field.

Line 14: Class Match #
This field works with your Line 15 entry to match modifiers (condiments) to their applicable items. If you are programming a *condiment* or *modifier*, use this line to enter its class match number (0-255).

Note: If you are programming a main item (or a modifier that is linked to a modifier), enter its class code in Line 4.

Class #255 is a "wild card" modifier. You can assign it to a condiment that can match all class number settings. Use the following guidelines for your Class # (Line 15) and Class Match # (Line 14) entries.

- If you are programming an item, enter its Class # in Line 15.
- If you are programming a modifier/condiment, enter its Class Match # here.
- If you are programming a secondary modifier (a modifier that is linked to another modifier), enter its Class # in Line 15.

An example showing the Class # and Class Match # entries is provided on the next page.

Example: ANY Strip requires a temperature entry, then a choice of soup or salad. If soup is selected, the entry is complete. If salad is selected, the screen prompts a salad dressing. The following settings could be used for this application.

PLU	Status 1	Status 2	Class (Line15)	Class # (Line 14)
Steak	2010	0400	001	000
Rare Medium Well	0000	0200	002	001
Soup	0000	0100	000	002
Salad	0000	0120	003	002
Ranch Russian French	0000	0200	000	003

Line 15: Class #
Class numbers help increase the accuracy of your condiment/modifier entries. You can assign a Class # to any items that use a condiment or modifier. You then program a Class Match # to all condiments and modifiers that "match" the item.

If you are programming an *item*, use this field to enter a Class # between 1 and 255. (You enter Class Match numbers for *condiments* in Line 14.) Upon registration, the system checks to see if the classes match. If the classes are different, the condiment is not allowed.

Note: Class #255 is a "wild card" modifier, which matches all class codes. Class #000 is a valid class for the last modifier in a sequence.

Line 16: Linked Subgroup
Enter the number of the Subgroup (from Program 34) to which this PLU item is linked.

Line 17: Tandem PLU
Enter the optional 6-digit tandem PLU number you are using for this item. The number you enter here is automatically registered along with this item. The best example of a tandem is a bottle deposit. Each time you register a beverage sold in a refundable bottle, the deposit can automatically be registered. The PLU number of the bottle deposit would be entered in this field.

Line 18: Maximum # Modifiers
Enter the maximum number of modifiers that can be entered with this item. If, for example, you enter a '3', you can enter up to 3 side dishes or condiments each time you register this item.

Line 19: Tare #
If this is a Scale PLU, enter the applicable Tare Weight # associated with this item. Tare weights allow you do deduct the weight of the item's packaging from the overall weight of the item (so the customer's cost does not include the package weight). Use numbers from Program 39 or enter 0 if this item does not need a Tare Weight link.

Line 20: Color
If you are using a color KVS, you need to set up the colors to indicate alarms and various status conditions on the workstation. You can indicate whether the mode is normal (0), blinking (1), or in reverse video (2). In addition, you can specify the color you want to use for the alarm: white (0), blue (1), green (2), cyan (3), red (4), magenta (5), or Yellow (6).

4. Repeat Steps 3 and 4 (including all of the line entries for Step 4) for each menu item you need to program or change.

5. When all PLU entries and changes are complete, press CASH to return to the P1 Mode menu. You can make another selection from this menu, if necessary.

CASH

6. To return to MGR Mode, press CASH again.

CASH

Important: *After you enter the new PLU information at this workstation, remember to send the information to all other workstations. Refer to the Downlining Program. Pay special attention to the notes about PLU Downlining.*

Program 36: Coupon File

Use this procedure to program your restaurant coupons. You can have up to thirty coupons in this file at one time. If you are using the coupon search function, you must link these coupons to their associated menu items in Program 35.

1. With the keylock in MGR position, use this sequence to go to the Coupon Program.

5 **CASH** **3** **6** **CASH**

2. Enter the number (1-30) of the coupon you are programming.

3. Press the Coupon (COUP 1, 2, or 3) key. The Coupon Program screen displays.

Note: This coupon number is also entered in the PLU program for the Coupon Link.

[coupon #] **COUP 1**

```
                              14:00  LVL1 P1
                               *** CPN#  1 ***
                             1 - 30  CPN
00                           (DSCRPT) CASH
                             (STATUS) CSHR
0000.00                      (PRICE)  SBTL



PAUL
```

Note: Your screen displays the current name, status, and amount associated with the coupon number you entered. In the above example, Coupon 15 is not yet assigned.

4. To change the coupon description, place the Alpha overlay on your keyboard. Press ALPHA SHIFT (Receipt Stop) and type the coupon name (you can use eight characters).

5. Press CASH to set your entry.

RCPT STOP **[coupon name]** **CASH**

6. If this coupon is preset, enter the coupon amount ($.00 - $9999.99). If this coupon is open, you must enter the highest amount (HALO - high amount lock out) that can be entered for this coupon. A HALO is required for all open coupons.

[coupon amount] **SBTL**

7. Select status options for this coupon. To do this, replace a and b with the values associated with the options below. If you need more than one option within a set, add the option values. If none of these options apply to the coupon, enter '0' in the a or b position.

[a b] **CSHR**

a) 1 = This coupon affects Tax 1.
2 = This coupon affects Tax 2.
4 = This coupon affects Tax 3.

b) 1 = This coupon is open (vs. preset).
2 = Require MGR Mode for this coupon.

8. Repeat Steps 2 through 7 for each coupon you wish to program or change.

9. To leave this program, press CASH twice.

CASH **CASH**

Program 37: Negative File

If your check or charge keys require account number entries, you can use Program 37 to designate "bad" accounts. When the server enters an account number in REG Mode, the system checks this file to see whether or not the number exists. If you have not listed it in this file, the account entry is accepted. If the number *is* listed in this file, manager authorization is required before the transaction can be closed to this account.

1. With the keylock in MGR position, enter this sequence to select the Negative File program.

   5 **CASH** **3** **7** **CASH**

2. Enter the account number that requires manager authorization. You can enter any number between 1 and 9999999999999999 (sixteen digits).

3. Press CASH.

   [account #] **CASH**

   Note: To delete a number you previously listed in this program, enter the account #, CASH, VOID.

4. Repeat steps 2 and 3 for each bad account number you want to list.

5. Press CASH to return to the P1 Mode menu. You can select another option from this menu, if necessary.

   CASH

6. To return to MGR Mode, press CASH again.

   CASH

Program 39: Tare Weight Program

Use this program to define each of the tare weights you need for your Scale PLU items. A "tare" is a weight, associated with a package or container, you deduct from the overall weight of the item. If, for example, you sell salad by the pound, the plate holding the salad is a tare weight. You must deduct its weight, so the item cost is based only on the weight of the salad.

You can manually subtract the tare weight each time you register an item. Or, to help simplify registration, you can use Program 39 to list all of your containers and their weights. In Program 35, you link these tare weights to their associated items, so the tare is automatically deducted each time you register the Scale PLU item.

1. With the keylock in MGR Mode, use the next sequence to go into the Tare Weight program.

   5 **CASH** **3** **9** **CASH**

2. Enter the number of the Tare Weight you are programming or changing. Available Tare numbers display below the program heading.

3. Press CSHR.

   [tare #] **CSHR**

```
                               01:58  LVL1 P1
                               *** TARE  9 ***

                              1  - 50  CSHR
                              (DSCRPT) CASH
0000                          (WEIGHT) SBTL



SIMON
```

Note: The screen displays the current assignments for the Tare # you entered. In the above example, Tare #9 is not yet programmed.

4. If you are entering a new description for this tare weight, place the Alpha overlay on your keyboard. Press ALPHA SHIFT (Receipt Stop) and type the description for the tare weight (cup, bowl, plate, etc.).

5. Press CASH.

[description] **CASH**

6. Enter the weight associated with the package or container you listed in Step 4. Your entry is based, in part, on your program. Your program determines whether your scale measures pounds or kilograms. It also determines the decimal position. If the decimal is set for the first position, 1, you can enter .0 to 999.9 (lbs. or kg.) in this field. If the decimal is set for the second position, you can enter .00 to 99.99. Or, if the decimal is set for the third position, you can enter 0.000 to 9.999 in this field.

   The easiest way to determine the tare weight entry is to place the empty container on the scale. With the keylock in REG Mode, press the SCALE key to display the container's weight. Note the weight, then use this program. Enter the weight in this field and press SBTL.

[weight] **SBTL**

7. Repeat Steps 2 through 6 for each tare weight you need to program.

8. To leave this program, press CASH to go to the P1 Mode menu. You can select another program, if necessary.

CASH

9. To return to MGR Mode, press CASH again.

CASH

Note: Remember to use Program 35 to link the tare weight to its associated item.

Program 50: Program Printouts

This program allows you to print the contents of a particular program file. Before you begin programming, you may wish to use it to print a record of the current option selections. After you finish a program, you can use Program 50 to print a record of your changes.

1. With your keylock in MGR Mode, enter this sequence to go to the Printout Program.

5 **CASH** **5** **0** **CASH**

2. Your screen lists the first set of files you can print. This menu has more than one page. Press the Cursor Up key if you want to view the additional pages. Or refer to the following list of available files and their associated printout numbers. Enter the printout number of the file you need.

3. Press CASH.

[printout #] **CASH**

Printout Numbers		
0 Cashiers	8 Tax Tables	15 Memory Allocation
1 Servers	9 System Flags	16 Store & Forward
2 Groups/PLUs	10 Misc Flags & Macros	17 Recipes
3 Coupons		18 Ingredients
4 Product Mix	11 Descriptors	19 Employees
5 Messages	12 Report Totals	20 Pay Rates
6 Standard Menu	13 Negative File	21 Tare Weights
7 Time Ranges	14 Keyboard	

Note: *For Printout #2, you must specify the groups or PLUs you want to print.*

4. Repeat Steps 2 and 3 for each file you must print.

5. To leave this program, press CASH twice to go back to the MGR Mode menu.

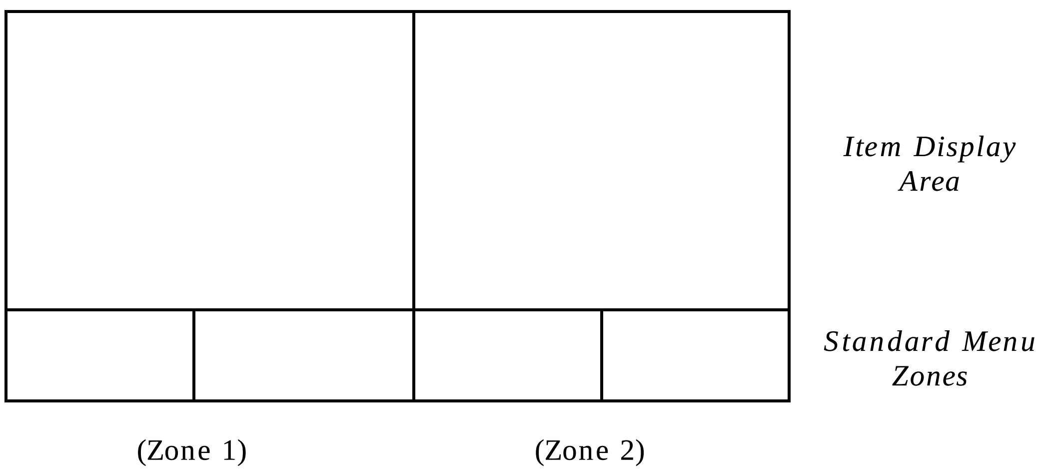
CASH **CASH**

Program 51: KPS Standard Menu

Program 51 is only required for systems using an optional Kitchen Video System with KPS operating mode. If you are using a KPS mode video, use Program 51 to list the menu items that display in the Standard Menu Zones. You can assign ten items to Zone 1. If your video uses Dual Screen format, you can direct ten items to Zone 1 and ten additional items to Zone 2.

Use Addresses 10 through 19 to display items in Standard Menu Zone 1. Use Address 20 through 29 to list Standard Menu Zone 2 items. Remember that you can only use Zone 2 if you have selected Dual Screen format for the KPS mode, as shown in the example below.

Kitchen Video Monitor



1. With your keylock in MGR Mode, enter the following sequence to go to the KPS Standard Menu program.

5 **CASH** **5** **1** **CASH**

Note: *Referring to the P51 Worksheet (provided in the Worksheet Section of this manual) helps you determine which addresses you use for the Standard Menu Zone layout.*

2. Enter the number of the Address line that holds the item you are assigning. Use Addresses 10-19 for Zone 1 standard items. If your screen has two Standard Menu Zones, you can also assign items in Addresses 20-29.

3. Press CSHR.

   [address #] CSHR

4. Enter the item you want to list on this Standard Menu line. If the item is listed on your keyboard, you can simply press the key. If the item is not on the keyboard (i.e., a Coded PLU), enter the item number.

5. Press the PLU key.

   [press the item key]

   -or-

   [PLU #] PLU

6. Repeat Steps 2 and 5 for each menu item you want to list in the Standard Menu Zones.

7. To leave this program, press CASH to go back to the P1 Mode menu. You can select another program from this menu, if necessary.

   CASH

8. Press CASH again to go back to the MGR Mode menu.

   CASH

Program 52: Store & Forward

The Store & Forward program allows you to enter special numeric entries that can later be polled by a host computer. These entries can represent special report totals, customer counts, or any other type of number you need to note. You can enter up to forty lines of data, each with eight characters.

> *Note:* *To help you identify the lines, your system can be set up with the descriptions associated with your entries.*

1. With the keylock in MGR Mode, use this sequence to advance to the Store & Forward program.

   5 **CASH** **5** **2** **CASH**

2. Enter the number of the line (1-40) you need.

3. Press CSHR.

   [line #] **CSHR**

4. Enter the eight digits of data you need for this line.

5. Press CASH.

   [8 digits] **CASH**

6. Repeat Steps 2 through 5 for each line you must enter.

7. To leave this program, press CASH twice.

   CASH **CASH**

Program 53: Employee Program

Use Program 53 to enter all information associated with employees who use the 5000 Series Time & Attendance functions (clock-in, clock-out, break). You can use this program to enter information about new employees or to change information already entered for existing employees. This information includes the employee's name, clock-in code, and up to four job codes with their associated pay rates.

1. With the keylock in MGR Mode, use the following steps to select the Employee Program.

5 **CASH** **5** **3** **CASH**

2. Enter the number of the employee you need to program or change.

3. Press CSHR.

Note: The number of employees you can program is displayed below the program heading. In the example below, numbers 1 through 100 are available.

[employee #] **CSHR**

```
                                  02:59  LVL1  P1
1                                **  EMPL   1  **

2 0000000000                     1  - 100 CSHR
3 00-00  4 00-00                 1  - 7  SBTL
5 00-00  6 00-00                 (CODE)  CASH
7 0
```

Note: The system displays the current selections for the employee number you entered. In this example, the employee number has not yet been programmed.

4. Move the cursor to the line (1-7) you need. To do this, enter the line number.

5. Press SBTL. You can also press SBTL to move the cursor down, one line at a time. When you reach the line you need, refer to the following descriptions for an explanation of the required entry.

[line #] SBTL

1 Name

Enter this employee's name. You can use up to eight characters.

[name] CASH

2 Employee Code

Enter the number this employee uses to clock in and out at the workstation. This number can be based on a restaurant ID or a Social Security number, depending upon your policy. You use either the entire number or a portion of the number, depending upon your program.

[employee code #] CASH

3 Job Code & Pay Rate

Job Code: Use the first two digits of this field to enter this employee's default job code. This should be the job code the employee most often uses. If the employee forgets to select a job code at clock-in, the system automatically defaults to this selection.

Pay Rate: Enter the number of the pay rate (from Program 56) associated with the default job code you entered in the first two digits of this field. This pay rate is automatically activated whenever the employee clocks in with the default job code.

[job code #] **[pay rate #]** CASH

4 **Job Code & Pay Rate 2**

Job Code: Use the first two digits of this field to list a second job code this employee can use when they clock-in (if necessary).

Pay Rate: Enter the pay rate number (from Program 56) associated with the job code you entered in the first two digits of this field.

[job code #] **[pay rate #]** **CASH**

5 **Job Code & Pay Rate 3**

Job Code: Use the first two digits of this field to list a third job code that applies to this employee (if necessary).

Pay Rate: Enter the pay rate number (from Program 56) associated with the job code you entered in the first two digits of this field.

[job code #] **[pay rate #]** **CASH**

6 **Job Code & Pay Rate 4**

Job Code: Use the first two digits of this field to list a fourth job code that applies to this employee (if necessary).

Pay Rate: Enter the pay rate number (from Program 56) associated with the job code you entered in the first two digits of this field.

[job code #] **[pay rate #]** **CASH**

7 **Status**

Select options that apply to this employee. You can add the values, if necessary.

1= Require a job code entry at each Clock-in. If not set, a job code entry is optional, and the default job code (assigned in Job 1, above) is activated, unless another job code is specified at clock-in.

2= Require a tip entry when this employee clocks out.

6. Repeat Steps 2 through 5 for each employee you must program or change.

7. To leave this program, press CASH twice.

CASH **CASH**

Program 54: Ingredient Program

Program 54 allows you to set up each of the raw ingredients you use within your item recipes. In it, you assign a number to the ingredient, enter its descriptor, and identify its cost. Use the following procedure to create or change any of the ingredients you use.

1. With the keylock in MGR Mode, use the next sequence to go into the Ingredient Program.

   5 **CASH** **5** **4** **CASH**

2. Enter the number of the ingredient you need. Just below the program heading, the screen displays the numbers you can use. In the example below, numbers 1 through 100 are available.

3. Press CSHR.

   [ingredient #] **CSHR**

```
                                   13:35  LVL1  P1
                                  **  ING#  99  **

                                  1  - 100 CSHR
   000.000                        (DSCRPT)  CASH
                                  (CODE)  SBTL




  MARK
```

Note: The system displays the current assignments for the ingredient number you entered. In the sample screen above, Ingredient #99 has not yet been programmed.

4. To change the current description for this ingredient, place the Alpha overlay on your keyboard. Press ALPHA SHIFT (Receipt Stop). Type up to 8 characters for the ingredient name.

5. Press CASH.

   ALPHA SHIFT **[ingredient name]** CASH

6. To change the unit cost of this ingredient, enter the cost ($.01 - $999.999).

7. Press SBTL. The system automatically positions the decimal in the third position (xxx.xxx).

   [cost] SBTL

8. Repeat Steps 2-7, as needed, for each ingredient you must program or change.

9. To leave this program, press CASH. The screen returns to the P1 Mode menu, where you can select another program, if necessary.

   CASH

10. To return to MGR Mode, press CASH.

   CASH

Program 55: Recipe Program

Use Program 55 to create or modify your item recipes. If you are tracking inventory, you first use Program 35 to link items to an associated recipe. You then use this program to list all the raw ingredients you use to prepare the item, or its "recipe". To simplify the explanation, the procedure is divided into two sections: Recipes using 10 (or less) Ingredients and Recipes using more than 10 Ingredients. Refer to the explanation that applies to the recipe you are programming.

Recipes Using 10 (or less) Ingredients

1. With your keylock in MGR Mode, use this procedure to advance to the Recipe Program.

   5 **CASH** **5** **5** **CASH**

2. Enter the number of the recipe you are programming.

3. Press CSHR. The number of recipes available for your system is displayed below the program heading. (In the example below, 50 recipes are available.)

   [recipe #] **CSHR**

```
                                         14:53  LVL1  P1
                                       ***  RCP#050  ***
■ 11  0
  12  ING#010    BEEF                   1  - 50 CSHR
  13  00.5000                           1-10&1-3 SBTL
                                        (1=RCP#) CASH




 LUKE
```

Note: Initially the screen displays information about the first ingredient in this recipe.

4. Move the cursor to the first available ingredient line. The numbers in the left-most column identify the ingredient and its line. For example, "11" corresponds to the first line of the first ingredient, "12" represents the first ingredient's second line, and "13" represents the first ingredient's third line. "21" represents the first line of the second ingredient, "22" the second line of the second ingredient, etc.

   You can press SBTL to move the cursor down, one line at a time. Or you can go to a particular line. To do this, enter the ingredient (1-10) and line (1-3) number.

5. Press SBTL. For example, 11 SBTL takes you to the first line of the first ingredient in this recipe. 91 SBTL takes you to the first line of the ninth ingredient. And 101 SBTL takes you to the first line of the tenth ingredient.

   [line #] SBTL

6. With the cursor positioned in a first line of an ingredient (11, 21, 31, 41... 91, 101), enter 0 to indicate that you are going to list an ingredient number.

7. Press CASH.

   0 CASH

   The cursor automatically steps down to the next line.

8. Make sure your cursor is positioned on one of the second ingredient lines (12, 22, 32...102). Enter the number of the ingredient you are listing for this recipe. Use ingredient numbers from Program 54.

9. Press CASH.

   [ingredient #] CASH

   Note: If the first ingredient you use for this recipe is Beef, which is ingredient #10, you enter 10 CASH. After you enter the ingredient number, the ingredient name appears in the far right column of the screen. If a name does not appear, this ingredient has not been programmed or has been programmed without a name.

   The cursor automatically steps down to the next line.

10. Make sure it is positioned on one of the third lines (13, 23, 33, 43... 93, 103). Enter the amount of this ingredient (0.0000 - 99.9999) that you are using within this recipe.

11. Press CASH.

[quantity] CASH

Example: *One bag of potatoes yields twenty-four portions of the "Small Fries" menu item. This means that the "Small Fries" recipe uses 1/24th of the bag of potatoes. Therefore, the quantity you enter for the potato ingredient is 1 ÷ 24, or 00.0417.*

12. Repeat Steps 3 - 11, as needed, for each ingredient you use within this recipe.

13. Repeat Steps 2 - 12 for each recipe you must program or change.

14. To leave this program, press CASH. From the P1 Mode menu, you can select another program, if necessary.

CASH

15. To return to MGR Mode, press CASH again.

CASH

In this program, you can use the following key sequences advance the cursor from recipe to recipe or from field to field.

(recipe #)	CSHR -	displays the recipe and places the cursor in the first line of the first ingredient.
	CSHR -	advances you to the next programmed recipe in the file.
(line #)	SBTL -	moves the cursor to line you specify.
	SBTL -	moves the cursor to next data field.
(data)	CASH -	inputs and entry, then advances to the next available line.
	CASH -	exits the Recipe File Program.

Recipes Using More than 10 Ingredients

Note: A recipe can be tandem linked to only one other recipe.

1. With the keylock in MGR Mode, use this sequence to advance to the Recipe program.

   5 **CASH** **5** **5** **CASH**

2. Enter the number of the recipe you are programming.

3. Press CSHR.

   [recipe #] **CSHR**

```
                                    14:53  LVL1  P1
                                  ***  RCP#038  ***
■ 11  0
  12  ING#011    TOMATO            1  - 50 CSHR
  13  01.5000                      1-10&1-3 SBTL
                                   (1=RCP#) CASH



 PHIL
```

The screen initially displays information about the first ingredient listed for the recipe you selected. The cursor appears beside the first line of this first ingredient.

4. Move the cursor to the first available ingredient line. You can press SBTL to step down one line at a time. Or you can go directly to a particular line. To do this, enter the number of the line you need.

5. Press SBTL. For example, 11 SBTL takes you to the first line of the first ingredient. 12 SBTL takes you to the first ingredient's second line. 13 SBTL takes you to the first ingredient's third line. And 103 SBTL takes you to the last available line (Ingredient 10, Line 3).

   [line #] **SBTL**

6. For the first line of any of the first nine ingredients (11, 21, 31, 41... 91), enter 0.

7. Press CASH. This indicates you are going to enter an ingredient number in the next field.

   Note: Enter 0 only for entries in lines 11, 21, 31, 41, 51, 61, 71, 81, and 91. For line 101, you will enter a 1 to signal a recipe link. See Step 9.

   0 **CASH**

8. After an entry in the first ingredient line, the cursor automatically moves down to the second line. If the cursor is positioned at the second line of any of the first nine ingredients (12, 22, 32, 42... 92), enter the number of the ingredient you need to list. Use ingredient number from Program 54.

9. Press CASH.

   [ingredient #] **CASH**

   Note: After you enter a number, the ingredient name appears in the far right column of the screen. If a name does not appear, this ingredient number has not been programmed or has been programmed without a name.

   After you enter an ingredient number, the cursor moves down to the third ingredient line (13, 23, 43... 93).

10. Enter the quantity (of the ingredient you entered in the previous field) that you are using for this recipe. You can enter any amount between 0.0000 and 99.9999.

11. Press CASH.

    [quantity] **CASH**

    Example: If one bag of potatoes yields twenty-four portions of the "Small Fries" menu item, the "Small Fries" recipe uses 1/24th of the bag of potatoes. The quantity you enter in this field is 00.0417 (1 ÷ 24).

12. Repeat Steps 4-11 for the first nine ingredients in this recipe.

13. At line 101, enter 1.

14. Press CASH to signal that you are entering a Recipe Link number in the next field.

    Note: If you are not already there, enter 101 SBTL to go to Line 10, Field 1.

    1 **0** **1** **SBTL** **1** **CASH**

15. At line 102, enter the number of the tandem recipe to which you are linking this recipe.

16. Press CASH.

    [tandem recipe #] **CASH**

17. Enter the quantity used for the tandem recipe. The quantity you enter applies to every ingredient in the tandem recipe. If, for example, Recipe #1 (primary recipe) is linked to Tandem Recipe #8, and '2' is entered for the quantity, all of the Recipe #8 ingredients are multiplied by 2.

18. Press CASH.

    [quantity] **CASH**

19. Repeat Steps 4-18 for each recipe requiring more than 10 ingredients.

20. To leave this program, press CASH. The screen returns to the P1 Mode menu, where you can select another program, if necessary.

    CASH

21. To return to MGR Mode, press CASH again.

    CASH

Program 56: Pay Rate Program

Use Program 56 to list up to fifty hourly pay rates you use. In this program, you assign a number to each of your pay rates. You later use these numbers to link the pay rate to the employee's job code. With this method, employees who use the same job code need not necessarily receive the same rate of pay.

1. With the keylock in MGR Mode, use this sequence to advance to the Pay Rate program.

   5 **CASH** **5** **6** **CASH**

2. Enter the number of the pay rate you are programming.

3. Press CSHR.

   [pay rate #] **CSHR**

```
RATE 1                                    21:27 LVL1 P1
                                        ** PAY RATES **
    0.00
                                        1  - 50 CSHR
                                        (4 DIGITS)  CASH




PHIL
```

Note: The screen shows the rate currently assigned to this pay rate number. In this example, the rate number has not yet been assigned.

4. Enter the hourly pay rate ($.00-$99.99) associated with the pay rate number you entered in Step 3.

5. Press CASH.

[rate amount] **CASH**

6. Repeat Steps 2 - 5 for each pay rate you need to change or add.

7. To leave this menu, press CASH. The screen returns to the P1 Mode menu. You can select another program, if necessary.

CASH

8. To return to MGR Mode, press CASH again.

CASH

Note: Use these pay rate numbers in Program 53 to link the employee's job code to the applicable rate of pay.

Program 60: Downline Programming

When you change any of the files in your workstation, you can use the Downline Program to send the changes to all other workstations on your system. The explanations for this program are divided into three sections: Downlining to All Workstations, Downlining to a Single Workstation, and Downlining the PLU file. Refer to the procedure you need.

All of the Downlining procedures reference the Downline File numbers listed below.

Downline File Numbers

0	Date & Time	14	Tare Weights
1	Subgroups	16	Major Groups
2	All PLUs		
3	Cashiers	20	KPS Standard Menu
4	Product Mix	21	Master Files
5	Messages & Prompts		
9	Coupons	30	Servers

Downlining to All Workstations

In most instances, after you change your program you must send the changes to all workstations. Use the following procedure to downline (send) your files system-wide.

Note: Do not use the following procedure to downline your PLU file without first reading the warnings for PLU file downlining.

1. With your keylock in MGR Mode, use this sequence to advance to the Downline program. Your system displays the Downline menu, shown on the next page. This menu consists of more than one page. You can use the Cursor Up (↑) and Cursor Down (↓) keys to move up and down in the Downline menu.

5 **CASH** **6** **0** **CASH**

```
0 DATE & TIME                                 22:53 LVL1 IRC
1 SUB GROUP                                  ** DOWN LINE **
2 ALL PLU'S
3 CASHIERS                                   (N TERM.#)
4 PROD MIX                                   -- NN CASH
5 MESSGS & PRMPTS                            --PLU (EACH)
```

Note: You can display additional options by pressing the Cursor Down (↓) key.

2. Select the file you want to downline. To do this, enter the number listed next to the file you want to downline.

3. Press CASH.

Note: Do not select the "All PLU" option without first reading the PLU Downlining procedures.

[downline file #] CASH

If the file you select is successfully downlined to all workstations, an asterisk (*) appears next to its number. If an asterisk does not display, try to send the file again. Also make sure the workstations are not in the middle of a report or program screen.

4. You can press CLEAR and repeat steps 2 - 3 to downline additional files.

5. When all files are downlined, press CASH to return to the P1 Mode menu.

CASH

6. To the MGR Mode menu, press CASH again.

CASH

Downlining to a Single Workstation

At times, you may need to send program information to only one of the workstations on your system. You can use the following procedure to send a file to a single workstation at a time.

1. With your keylock in MGR Mode, enter the following sequence to advance the screen to the Downline Program.

   5 **CASH** **6** **0** **CASH**

2. Enter the number of the workstation (terminal) you want to update.

3. Press TERM #.

   [workstation #] **TERM #**

4. Choose the file you want to downline to the selected workstation by entering the number listed to the left of the file you need to send.

5. Press CASH.

   Note: Do not select the "All PLU" option without first reading the warnings in the PLU Downlining procedures.

   [downline #] **CASH**

   If your file selection is successfully downlined, its downline function number is highlighted in reverse video.

6. Repeat steps 2 - 5 for each of the files you must send to this workstation.

7. To leave this program, press CASH twice to go back to the MGR Mode menu.

   CASH **CASH**

Downlining the PLU file

The PLU file has special requirements for downlining, depending upon the timing of your changes. Your PLU Report does not give you an accurate account of sales activity unless you follow the special instructions below.

Generally, you should update your PLU file immediately after you have reset the Daily PLU file (with System Open) and the Z2 PLU Report. If you must add a new PLU during business hours, you must use the Individual Downline procedure (Step 3). If you do not follow this special procedure, your report totals will be distorted.

Caution: *Do **not** delete a PLU during restaurant hours. Deletions must be held until you can reset the Daily and Period-to-Date PLU Reports. There are no exceptions. If you delete an item during the day, your totals will be damaged. Your totals are also damaged if you select the "All PLU" downline option after adding a new PLU.*

1. With the keylock in MGR Mode, enter this sequence to go into the Downline program.

   5 CASH 6 0 CASH

2. If you are only downlining changes to the PLU file (no new items and no deletes), go to Step 4. If you made changes to your PLU file after taking a System Open and Z2 PLU report, go to Step 4.

   If you have added new items and have not reset the PLU Reports, you must downline each PLU separately. You can use this procedure during the day. If the PLU resides on your keyboard, press the key. If not, enter the PLU #.

3. Press the PLU key.

   [press the preset PLU key]

   -or-

   [PLU #] PLU

Note: Repeat this step for each PLU you need to send to the other workstations. When all PLUs are downlined, go to Step 5.

4. If you have taken the daily and Z2 PLU reports before adding or deleting a PLU from your file, use the following procedure to update all other workstations. You can also use this procedure if you only made changes (e.g., price changes, steering changes, etc.) to your PLU file. Select the All PLU downline option.

5. Press CASH.

4	CASH

Your screen should highlight the All PLU option number in reverse video. This indicates that the PLU files were successfully updated in all workstations.

6. Press CASH to leave this screen.

CASH

7. Press CASH again to go to the MGR Mode menu.

CASH

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