

Manager Menu and Administration Functions

To access the Manager menu, tap  in the top right corner. In the list, tap Manager. The Manager menu includes the following options:

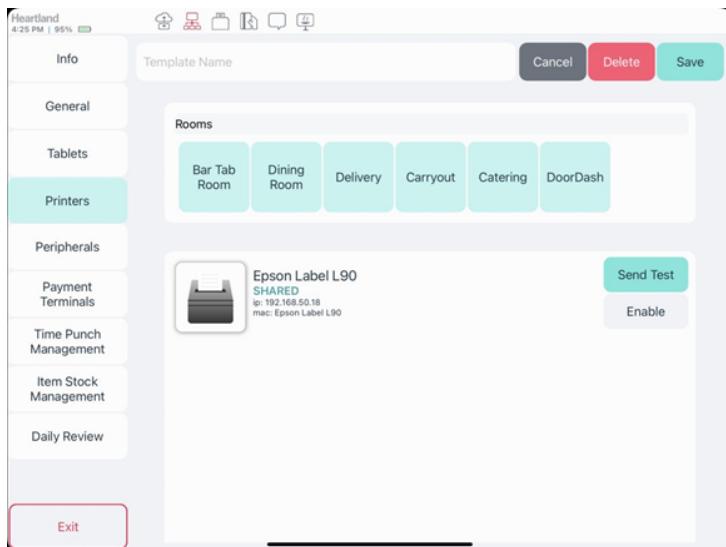
- Info
- General
- Tablets
- Printers
- Peripherals
- Payment Terminals
- Time Punch Management
- Item Stock Management
- Daily Review

How to Set the POS to Use a Printer

After logging into the POS, you can access the Options menu and set the POS to use a specific receipt printer and PAX device.

Before performing sales transactions, you must set configure the POS on each iPad device to use a specific default register printer. The POS requires a default register printer in order to use an attached cash drawer or to print guest checks.

1. In the POS, tap  in the top right corner.
The app displays a list of options.
2. Tap Manager, then tap Printers.
The POS displays a list of available printers.
3. Select your printer template by clicking Use.
4. Complete one of the following:
If no templates display, tap New Template.
Select the rooms that this receipt printer will print for.

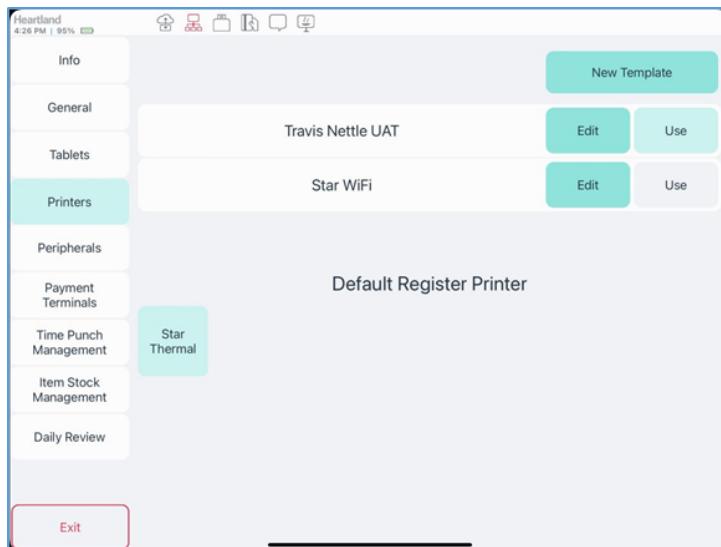


Select the printer for this iPad, then select its Enable.

Enter a name for the template.

Tap Save.

5. If templates do display, select the desired printer's button in the Default Register Printer.



6. Tap Exit.

How to Set the POS to Use a PAX Device

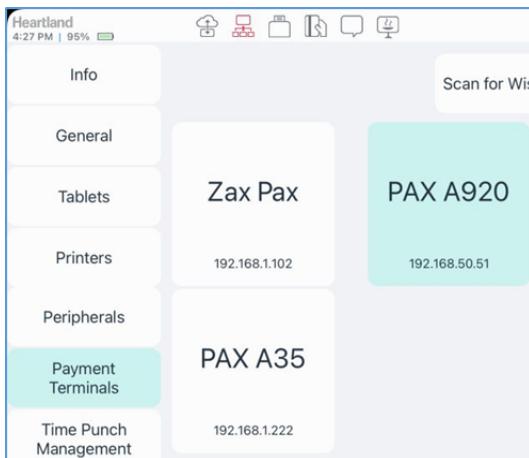
Before performing any credit card sales, you must set up an appropriate PAX card reader device to each iPad, specifically a Visa, Mastercard, and Europay (EMV) terminal. Assuming your

dealer has already configured your devices and connected them to the network, you may need to perform these additional steps.

1. In the POS, tap  in the top right corner.

The app displays a list of options. Tap Manager, then tap Payment Terminals.

The POS displays a list of available payment terminals.

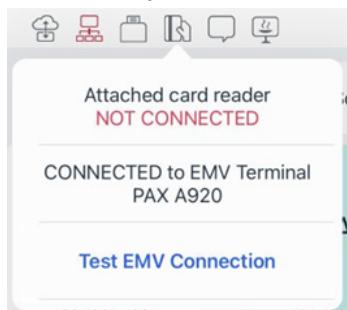


2. Select an appropriate PAX device.

The POS will attempt to connect to the PAX device.

3. Select the Card Reader icon in the top panel.

The POS will display a panel listing the statuses of all its card readers. If the POS connected successfully, the list will display its status as CONNECTED.



Info

The Info screen displays a list of information about the POS running on this device.

Device	
Name	Jessica's iPad
Wireless IP Address	192.168.1.70
Ethernet IP Address	N/A
POS Version	7.40
Communication	
Location	
Rooms	
Job Types	
Permissions	
Adjustments & Discounts	
Menu Groups	
Menu Items	
Pricing	

The Info screen is divided into the following sections, each listing different types of information:

Device: Technical information about the POS device itself, such as its name, IP addresses, and the POS app's version number.

Communication:

The device's communication settings, such as its network SSID, connected servers and client counts (if any), and network interfaces.

Location:

A list of features specific to the location, with flags indicating if each feature is or is not enabled at this location.

Rooms:

A list of the rooms accessible to this POS. If you tap a room in this list, the POS displays a sublist of room-specific features, with flags indicating if each feature is or is not enabled in the room.

Job Types:

A list of the job types available to this POS. If you tap a job type in this list, the POS displays a sublist of features specific to the job type, with flags indicating if each feature is or is not enabled for the job type.

Permissions:

A list of staff members who can log in with this POS device. If you tap a staff member in this list, the POS displays a sublist of functions, with flags indicating if the staff member has permission to use each function.

Adjustments & Discounts:

A list of adjustments and discounts available to tickets opened in this POS device. If you tap an adjustment or discount in this list, the POS displays a sublist of its details, such as its default amount and service charge.

Menu Groups:

A list of menu groups available for order in this POS. If you tap a menu group in this list, the POS displays the schedules when the menu group is available.

Menu Items:

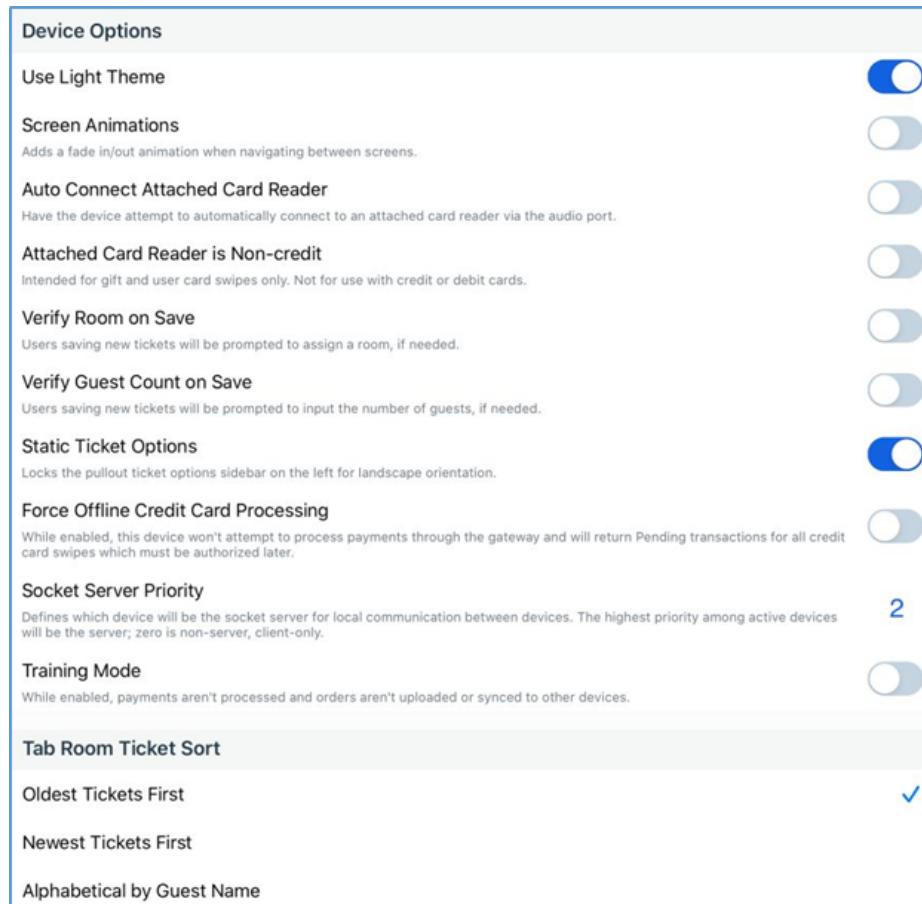
A list of menu items available for order in this POS. If you tap a menu item in this list, the POS displays a sublist of its details, such as its tax status, kitchen group, associated tags, and size options.

Pricing:

A list of pricing rules that are active and applicable to tickets opened with this POS. If you tap a pricing rule in this list, the POS displays a sublist of its details, such as its current status, its short identifier, and its tags.

General

The General screen includes a list of controls that enable the manager to enable, disable, or modify various functions within the POS.



Device Options

Use Light Theme:

If you disable this switch, the POS will display in its “dark” theme, which favors darker colors and backgrounds. If you enable this switch, the POS will display in its “light” theme, which favors lighter colors and backgrounds.

Screen Animations:

If you enable this switch, the POS will apply a subtle “fade in/fade out” animated effect when users navigate from one screen to another.

Auto Correct Attached Card Reader:

If you enable this switch, the POS will automatically attempt to connect to any card reader that is attached to it.

Attached Card Reader is Non-credit:

If you enable this switch, the POS will not use the attached card reader to process credit or debit card payments. You should only enable this feature if the POS will only use the card reader to read gift cards.

Verify Room on Save:

If you enable this switch, the POS will prompt servers to associate a ticket to a room (if they have not already done so) when they save a new ticket.

Verify Guest Count on Save:

If you enable this switch, the POS will prompt servers to enter the number of guests on the ticket (if they have not already done so) when they save a new ticket.

Waitlist:

If you enable this switch, the POS will make the wait list accessible and visible in Table Layout screens.

Static Ticket Options:

If you enable this switch, the POS will lock the Ticket Options panel to the left side of the screen. You should enable this feature if you want to lock the device's screen orientation to "landscape" mode.

Force Offline Credit Card Processing:

If you enable this switch, the POS will not attempt to connect to the credit card service when processing credit card payments. It will store credit card transactions and authorize them later, when you disable this feature later.

Socket Server Priority:

This control enables you to set the POS's socket server priority, which determines if this POS device will function as the main server or as a backup if the main server goes offline. If you want the POS device to function as the main server, select "1" (the highest priority). If you want the POS server as a backup server, select a different number ("2" or greater).

By setting a different socket priority on each POS device, you can control which devices will run as the main server or backup servers. If the main server ("1") goes offline, the system will connect to the device with the second highest priority setting ("2"). If that device goes offline, the system will then use the device with the third highest priority setting ("3"). And so on.

Training Mode:

If you enable this switch, the POS will run the POS in "training mode." While running in training mode, the POS will not process any payments performed on it or synchronize its orders with other devices. Training mode enables staff in training to open tickets or perform payments without generating actual data in the location's system files.

Staff Options

The Staff Options section includes only the Language control, which enables you to select which language the POS uses when displaying its labels and text.

Tab Room Ticket Sort

The Tab Room Ticket Sort section includes a list of options that enable you to set how the POS sorts tickets in the Ticket screens for tab rooms. You can set the POS to sort tickets by one of the following methods:

- Oldest Tickets First (based on the time they were created)
- Newest Tickets First (based on the time they were created)
- Alphabetical by Guest Name
- Alphabetical by Credit/Debit Card Name (which might differ from the Guest name)
- Ordered by Guest #

Device Excluded Room(s)

The Device Excluded Room(s) section includes a list of the location's rooms. If you select one or more of the rooms in this list, the POS will not allow staff members to access them or associate new tickets with them or their tables.

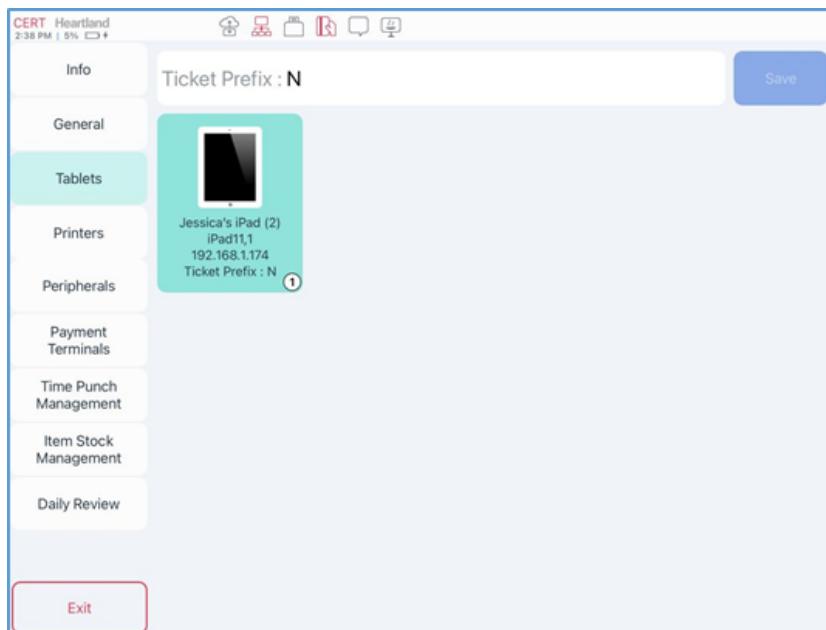
Auto Logout

The Auto Logout section includes a list of logout duration options. If you select a time option in this list, the POS will automatically log out if it is idle for the selected duration of time. You can select one of the following durations:

- 30 seconds
- 1 Minute
- 2 Minutes
- 5 Minutes
- 10 Minutes
- 1 Hour

Tablets

The Tablets screen enables you to add or edit the POS's ticket prefix. A ticket prefix is a string of characters, up to four characters long, that the POS adds as a prefix to new ticket numbers. For instance, if you enter the letter "A" as a ticket prefix, the POS will add it as the first character of the ticket numbers it generates for new tickets created on its device (such as "A12", "A13", "A14", and so on). In the Tablets screen, you can set or edit the ticket prefix by entering a string of one to four alphanumeric characters in the Ticket Prefix box, then tap Save.



If you use ticket prefixes, you must use a unique prefix for each POS device. We recommend using alphabetical characters, to better differentiate the prefix from the numerical ticket number.