POS Pizza v6

Affordable Point-Of-Sale System

POS Pizza 6 Managers Setup and Configuration

This document will cover the main configuration settings for setting up, changing or installing POS Pizza 6. This document applies to the [LT], [SA], and [CS] versions of POS Pizza 6.

POS Pizza v6

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The POS Pizza v6 documentation has changed format to more of a "How Do I" type format. In this document you can search what it is that you are trying to do with POS Pizza and then go to a step-by-step guide (in most cases) to walk you through the task. This type of document should be much easier to read and make a better reference than the previous explanatory type documents used in POS Pizza. Each explanation will have a set of prerequisites that need to be met before proceeding with the current task. Make sure that you have followed all of the previous directions and requirements.

You will note that in any section where accessing the Management Utility Program is required, it tells you to use a supervisor account. This is not mandatory as long as the account that you are using has access to the specific section being changed or edited. If something seems to be missing, then this is more than likely the cause, OR you may not have the version that is being referenced in the guide. At the top of each guide, you will see which versions of the software that the guide pertains to. POS Pizza v6 comes in three different variations. These are the LT, SA, and CS versions. Some sections will apply to 1 or more of these versions while others apply to all versions.

How Do I _______?

Installation & Setup

Menus, Items & Coupons

Gift Cards, Credit Card Processing

Printing Related

Customer Related

Employee Related

- Setup a Manager user for my shift manager (pg. 31)
- Use mag-cards for employee log ins and/or time clock punch in punch out (pg. 32)
- Change the time clock style (pg. 33)
- Reset an employee's password (pg. 34)
- Setup a generic "cashier" with no password (pg. 30)
- Enable or disable employee logins for the POS and Dine-In modules (pg. 27)
- Export Payroll Data (pg. 81)

Misc

- Backup my data to protect against a system crash or failure (pg. 72)
- Make it so I can open a web browser while POS Pizza is running (pg. 74)
- Force the cashier to enter a room # for a customer account that is for a hotel (pg. 39)
- Force the cashier to enter specific information for a customer that is a large office and has many buyers using the same account (pg. 39)
- Change the first day of the week for the reporting date ranges (pg. 76)
- Change the custom buttons in the Main POS Module (pg. 75)
- Change the top graphic in Main POS or Driver Console (pg. 76)
- Change the denominations of the currency values in the drawer counter tool (pg. 77)
- Change the number of decimal places in the currency (Note: Must exit mgt utl after changing to see changes take effect) (pg. 77)
- Post-date an order for a future date and have it automatically print on that date (pg. 60)
- Setup the Profit Meter (pg. 78)
- Read the Information on the Profit Meter (pg. 79)
- Export Data (pg. 81)
- Configure the Quick Order (Quick-Add) Module (pg. 82)
- POS Pizza INI File options (pg. 83)
- Find out how many (customers, menu items, employees, etc.) that I have (pg. 86)
- Configure the Dine-In Module (pg. 87)

Find sections of the Management Utility being talked about in this document

If you cannot find sections of the Management Utility Program being talked about by this document, then one of two things is wrong;

1. You do not have the same version of the software that is being talked about. At the start of each topic, the version that the topic applies to will be mentioned. Differences in versions will be mentioned in the individual steps or be broken down into sub-steps if different actions need to be taken based upon the current version.
2. You are logged into the Management Utility Program with a non-supervisor user who does not have rights to the area of the program being referenced. Log out, then log back in using the account that you initially setup when you first created the database. This would be the user ID and password that you entered into the Database Creation Tool during database creation.

Perform Initial Setup

This Section applies to ALL versions of POS Pizza 6

This guide will only give a general overview of the initial setup tasks and steps that need to be taken. Detailed information about each task can be found in other sections of this document.

1. Install the Server if you are running the CS version
2. Install each client (or just a single if you are running the LT or SA versions)
3. Create a database for use with the system. This could be a new empty database, sample data or imported data from a previous version of POS Pizza.
4. Run the Management Utility and log on using the supervisor user (the one that you created using the Database Creation Tool).
5. Click on "Configure" (green gears)
6. Click on "Global System Config"
7. Fill in the information on the "Business Settings" page
8. Go to the "Item Categories" page and create a set of categories that you need for the items that you plan on selling through the software.
9. Go to the "Sales Taxes" page and setup your areas sales taxes.
10. Click "Save and Exit" to save your initial global settings
11. Click "Inventory" item on top tool bar
12. Click " Toppings / Modifiers"
13. Add each topping or individual component that will make up your main menu items. It is recommended that you first install the sample data and look at how it is setup to get ideas about your own menu before attempting to setup your menu from scratch
14. Follow the guide(s) for adding each component or topping

15. After your components are all installed, you are now ready to install sale items.
16. Click on "Master Items"
17. Use the adding items guide(s) to add each item and the components that will be used or available on that item.
18. Once you have added a single item you can now use that item to add other items (if they are similar) by importing the settings from it into the new items.
19. You may also want to stop after adding an item or two and run the main POS module and create a dummy order and add these items to that order to verify that the pricing, taxes and other options are working as expected for the item(s).
20. Repeat this process with the remaining menu items
21. Once items are added using basic pricing, you can then modify any items that use special pricing schemes such as buy-1-get-1 by following the appropriate guides.
22. After your menus are added click on "Employees" on the top tool bar
23. Click "Edit Employee"
24. Add any new employees to your system and modify their rights or use the special user types. Viewing the security document is highly recommended at this point.
25. After you add your employees click on "Customers" on the top toolbar
26. Click "Zip Code Database" and add any zip codes (postal codes) that are in your area
27. Next if you run a delivery service you may want to setup delivery zones and fees using the "Delivery Zone Editor". You can also use this editor to "Block" delivery all-together. See the guide regarding delivery fees and zones for full details
28. Next you can exit the Management Utility Program.
29. Install, attach, and configure any hardware to be used by your system such as touch screens, mag card readers, printers, poll displays etc.
30. Install any drivers required by any of the hardware and test printing from the control panel by printing a test page to each printer.
31. Share any printers that need to be shared on the network. This would generally only be receipt printers and / or report printers. Label printers don't need to have sharing turned on since they will run an applet that effectively causes the printer to work like a shared printer.
32. Run the Management Utility again, and Log into it using the Supervisor user account
33. Click on "Configure"
34. Click on "Local Machine Config"
35. Go through each page of this configuration and add any hardware used by the current machine that you are on.
36. Save the settings
37. Exit or minimize the Management Utility Program
38. Run the Main POS module and test the hardware by printing some receipts opening the cash drawer etc.
39. If you are running the CS version repeat the hardware setup and configuration at each station. The "Local Machine Config" is indeed "Local" only to that individual station, and its settings will be unique to each computer. Other settings are global and changing them at one computer effects all of the computers.

40. At this point your system is roughly setup. You will still want to fine-tune different areas to meet your specific needs. Use the detailed guides to walk you through each of these areas

Install the server

This section refers to the **CS Version Only** of the software.

The server will only need to be installed on **one** machine on your network. If possible it is best to install the server on a computer that the employees don't readily have access to. A good example would be an office computer or one that is out of the way of traffic. The reason for this is that the database file itself is protected against people editing it with 3rd party tools or simply deleting it to cause you aggravation.

This section assumes that you have the server installer in your possession. If not, then you need to obtain a copy from Summit Computer Networks, or your software provider or vendor.

1. Disable any virus scanners on the system that you are about to install to
2. Shutdown all running software to ensure a trouble free installation
   - 2.1. If this is a re-install or an update make sure that you use the POS Pizza Database Server admin tool to STOP the current running server before proceeding any further.
3. Run the provided Installer and follow the directions on the provided install wizard
4. After the installer completes, run the POS Pizza Database Server admin tool
5. Look at the current **server status** at the top of this window
   - 5.1. If the status is "**Not Installed**" then click on the "**Install / Uninstall Server**" button. The status should now show "Stopped"
   - 5.2. If the status is "**Stopped**" then click on the "**Start / Stop Server**" button. The status should change to "Running"
6. If your firewall prompts you to "Allow" or "Deny" for the database server make sure that you tell it to "Allow"
7. Use the included "Read Me" PDF file included with the server and add any exceptions to your firewall (if you have one) so that the server can function properly
8. You may also want to set a Static IP address on the computer running your server. This will take knowledge of your current network layout, and router configurations. It is recommended to have a network professional do this for you, if you are not comfortable with this should you decide to use a Static IP. Summit Computer Network's technical support does not cover setting up routers or networks. It is assumed that you have a working network before installing POS Pizza on your system. POS Pizza's clients can auto-detect the server so having a Static IP is not needed unless you plan to remotely access the server or access it from another subnet (if your network is that big that it has subnets).
9. Move a database to your server's main install folder (*Usually C:\POSPizza6\Server*) or Run the provided Database Creation tool to create your first database. See the section about this tool for details

10. Your server is now fully installed and ready to be accessed by the client software packages

Create a new empty database for use with POS Pizza

This section applies to ALL Versions of POS Pizza 6

To create a fresh empty database for use with POS Pizza follow the steps below.

1. Run the Database Creation Tool
2. Keep the default database name and click "Next"
3. Choose a User ID to use with the database. Numeric IDs are much more secure than using something like your first name, but you can use either or something else completely different.
4. Type in a password once into each password field. Do not forget your user ID and password as you will need these to gain access to the program afterward.
5. Click "Next", and the tool will create the default data.
6. Pick "**Create Default Data and Exit**" (should be default options)
7. Click "Next", and you should see that your new database has been successfully created
8. Click "Next" again to close the Database Creation Tool.

Create sample data for demo purposes

This section applies to ALL Versions of POS Pizza 6

To create sample data for use with POS Pizza follow the steps below.

1. Run the Database Creation Tool
2. Keep the default database name and click "Next"
3. Choose a User ID to use with the database. Numeric IDs are much more secure than using something like your first name, but you can use either or something else completely different.
4. Type in a password once into each password field. Do not forget your user ID and password as you will need these to gain access to the program afterward.
5. Click "Next", and the tool will create the default data.
6. Pick "**Create sample data for demo or training purposes**"
7. Click "Next", and you should see that your new database has been successfully created
8. Click "Next" again to close the Database Creation Tool.

Move menu or other data from another store or from or to my home computer

This section applies to ALL Versions of POS Pizza 6

There are many times that you may want to move your data from one location to another for various reasons. You may be opening a second location, or maybe just installing the POS system at an existing 2nd location.

Use the steps below to move your menu data from one location to another.

1. Log into the Management Utility program at your CURRENT location using a FULL SUPERVISOR account. This is required because only full supervisors or very close to it, can access the XML tool that we will use in this guide.
2. Select "Maintenance" and then click on the "Menu XML Import/Export Tool".
3. Click the "Export Menu Data" button.
4. Select a File Folder and File Name to save your menu data as. Remember this location or save directly to a jump drive because you will need this file at your new location to copy the menus to that database.
5. Click the Save button. Your file will be created.
6. Next click the "Verify Menu Data" button. Two different windows should open here. The first one showing when / where the data was created and the second one showing what data is in the file, and counts each data type.
7. Your menu data file is now ready to be imported to your new location.
8. Next go to the NEW location, and log into the Management Utility program using a full supervisor account. You will need to have already created a new empty database at this location or have some type of existing database in place.
9. Select "Maintenance" and then click on the "Menu XML Import/Export Tool".
10. Click the "Import Menu Data" button and select the file that you made in the previous steps above. **CAUTION: All existing menu data will be completely replaced with the imported data.** Items and toppings use counts, and last use data will also be reset. If you are unsure about this process, make a backup of your existing data before proceeding with this step!
11. Once you select the XML file, it will be loaded and parsed. You will get one final chance to decide whether or not to proceed with the import.
12. Answer "Yes" to proceed with the import. This import will take place fairly quickly.

After these steps, you can use the toppings and master items editor to verify your imported data. The following components get imported and exported; Categories, Special Pricing Schemes, Toppings / Modifiers and Menu Groups.

Convert my POS Pizza data from a previous version to version 6

This section applies to ALL Versions of POS Pizza 6

Data can be converted on from v4.x or v5.x of POS Pizza to v6. If you are running a version earlier than 4, you will need to first convert your data to v4 and then make the conversion to 6.

1. Run your previous version of POS Pizza and do a backup from within the Management Utility Program
2. Copy this backup to a flash drive so that you can access it from the system where version 6 is installed.
3. Run the Database Creation Tool in POS Pizza v6. This tool will be on the Server if you are running the Client/Server version. Otherwise it will be on the same station as POS Pizza is installed on. Look in the Windows "Start" menu for this option.
4. When you run the tool, you should choose a database name (POSPizza is recommended, if you already have a database with that name, you can always go into the folder and rename it to something else). The folder should be the correct folder and should not need to be altered.
5. Click the "Next" button at the bottom of the page.
6. Choose a UserID and Password for the NEW Supervisor for this database. This user will be created in addition to all users that would be imported. Try to select a user id that is different from anything that would be in use in the database that you will be importing data from.
7. Type the password once into each of the provided fields. DO NOT FORGET this user ID and password since this is the supervisor user for this new database.
8. Click the "Next" button, and the default data will be created by the tool
9. Select the option "**Convert previous POS Pizza version from backup file and import**"
10. Click the "Next" button, and then select the backup file that you made in step 1 above
11. If the backup file is valid you should come to a screen where you can check which data that you want to import from the old versions backup file. If you don't get this screen, go back to step 9 and repeat this process choosing a different file
12. Check all data types that you want to convert
13. Click "Next" and the conversion process will begin. This could take some time depending on many factors such as CPU speed, number of items to be converted etc. This could take 20 or more minutes in some situations.
14. When the process completes you will see a message stating that your database has been successfully created. You can now run the management utility and log in using the UserID and password created in step 6. You will more than likely want verify your settings since there are many new changes to the system and adjust employee accounts and other items accordingly.

Create a training database that can be used along with my normal database

This section applies to only the SA & CS Versions of the software. The free version does not have the capacity to handle extra databases so a training database cannot be setup directly. A second copy of the software could be installed to accomplish this but this is not really the same thing as what will be described here.

If you are running on the Client/Server version you should first set your server up on a static IP since you will be defining the server. Otherwise you will need to use the name of this machine as it is named in Windows.

If you would like to create a training database for your employees, follow the steps below.

1. Create a new empty database, copy an existing database, or create sample data using one of the guides laid out for those purposes
2. Rename the new database file to Training.PZ6
3. Copy this file to your Server folder if you are running the CS version, or copy it to the program folder if you are running the SA version
4. Repeat the steps below for each station that the sample data will be accessible from
5. Run the Management Utility Program
6. Log in with a user who has Local Config access
7. Click "Configure"
8. Click "Local Machine Config"
9. Go to the tab on the far right side of the tabs to change your "Database" settings.
    - 9.1. If you are running the CS Version:
        - 9.1.1. Click on the option labeled "Use Selected Srv, Pick DB @ Start"
        - 9.1.2. If you don't already have a server (other than local host)
            - 9.1.2.1. Higlight "Servers" (gear) and then click the "Add" button
            - 9.1.2.2. Enter the name of the server (Computer's Name) or IP
            - 9.1.2.3. Enter a description (eg. Main Database Server)
            - 9.1.2.4. Click "Save" to save this server.
        - 9.1.3. Highlight your server in the list and click the "Add" button.
        - 9.1.4. Enter "Training" as your database Name (omit the quote marks and do not include the file extension)
        - 9.1.5. Type in a description for this database (eg. Training Database)
        - 9.1.6. Click the "Save" button to add the database to the list
        - 9.1.7. Click the "Save and Exit" button all the way to the right on the main form.
    - 9.2. If you are running the SA Version:
        - 9.2.1. Click on the option label "Show a List on Startup"
        - 9.2.2. Click the "Add" button
        - 9.2.3. Enter "Training" as your database Name (omit the quote marks and do not include the file extension)

9.2.4. Type in a description for this database (eg. Training Database)
9.2.5. Click the "Save" button to save this database to the list
9.2.6. Click the "Save and Exit" button all the way to the right on the main form.

10. Run the Management Utility program and select your Training Database from the list (in the CS version you will need to first choose the server)
11. Log into the training database with a full Supervisor privileges account
12. Click on "Configure", then choose "Global System Config"
13. Click the "Printing Options Tab"
14. Set all of the prompting receipt print options to "Never Print" (no need to cause confusion, so the training database should never print)
15. Uncheck all of the options on "Print Jobs"
16. Select the Security Settings Tab
17. Check the "Open Drwr" password option and set a password.
18. Click "Save and Exit" to save these changes
19. Click "Employees" on the top toolbar
20. Click "Edit Employees"
21. Next edit each employee account and remove the ability to open the cash drawer from each cashier. You will need to use "Custom" type accounts to do this. You may also want to simply delete all of the employees and create one employee named "cashier" or "training" with no password. If you do this make sure that you remove the ability for this employee to change their password too.
22. You may also want to make all employees non-clock users so that the time clock will not be used.
23. Save each employee and then test by logging into POS Pizza and selecting the training database and running some test orders with an employee. Nothing should print, and the drawer should never open.

Remotely access the database for off-site management

This section applies to only the CS Version of the software.

This section will assume that you have successfully installed your database server on a computer at your site and can access it locally from the local network. To enable remote access follow the general steps laid out in the guide below. Not all of these steps are detailed due to their nature and you may need to hire an outside contractor to complete some of these steps for you like programming your router or a static IP for your server computer on the local area network.

The first two steps will take place at the store or location where the POS Pizza database server will be installed locally.

1. Configure the computer that has the server installed on it with a Static IP address that won't interfere with the address block assigned by DHCP on your router. Verify that you can connect via direct IP by setting up a client on your LAN using the server's assigned IP address (You can do this by using the steps below, but using the server computer's LAN address in place of the router's WAN address when you get to the add server step).
2. Configure your router to port forward incoming requests for TCP/IP Port 54181 so that they are forwarded to your server computers inside IP address on your LAN. If you changed the default port of the server to something other than 54181, then you will want to forward the new port number instead.

The remaining steps take place on the remote end at your client computer. Before you begin you will need to know the router's WAN address from your store (or the location that you will be connecting to). You could also use dynamic DNS or fully qualified DNS if your setup consists of that.

3. Install the POS Pizza client and select the Management Utility Only install on your remote computer
4. After the install completes, go to the command prompt in Windows and type in **CD \POSPizza6\CS** and then press **Enter**. If you installed to a non-standard location, change directory to that location instead. The default locations are used in the bold commands above.
5. You should now see a command prompt that looks like **C:\POSPizza6\CS>** with a blinking cursor after it. Type in the following command here: **Manager /local** and press the **enter** key.
6. This should open the management Utility directly in the Local config editor.
7. Go to the tab on the far right side of the tabs to change your "Database" settings.
8. Click on the option labeled "Use Selected Srv, Pick DB @ Start"
9. Just below that put a check in the box labeled "Show Lists When Starting Management Util"
10. Next click the "Add" button
11. Enter the server's IP address (Router's WAN address) or fully qualified domain name
12. Enter the server's description
13. Click "Save" to save this Server.
14. Highlight the server and Add any additional databases that you may want to access remotely. The default database of POSPizza will already be added with the server itself.
15. Click the "Save and Exit" button to save the local config settings and close the management utiliy
16. Type **EXIT** and then press **Enter** at the command prompt box to close it.
17. You should now be able to double-click the Management Utility icon added to the desktop or Start menu by the installer and connect to your server remotely. If you cannot connect, your problem more than likely is the router configuration at the store. Other problems may occur if your ISP blocks unknown port numbers such as the ones in use by POS Pizza. You may want to hire a network consultant to do this entire setup for you if you are not comfortable with configuring routers and networks.

Remotely access more than 1 store

This section applies only to the CS Version of the software.

1. Follow steps 1 & 2 from the above section (connecting remotely) once at each store that you will be remote connecting to.
2. Follow steps 3 through 9 above to setup remote access.
3. Click on the "Servers" gray gear in the servers list.
4. Use steps 10 through 13 above for each store's server that you wish to connect to
5. when you have finished adding all servers, continue with steps 14 through 16 to finish your installation.
6. You should now be able to run the management utility program, select a server and a database and connect remotely to any of the sites that you added.

Install the client packages (or stand-alone versions [SA] or [LT])

This section applies to ALL Versions of POS Pizza 6

Use this guide to install the main program on the stand alone versions (SA or LT) or the client components on the various work stations for the CS version. For the CS version repeat the guide on each station that you will be installing any client component on for your POS system.

1. Download or have the installer available either on a Flash drive, or on a CDR Disk at the computer where you will be installing the software.
2. Run the installer
3. Read the information provided and verify that you are indeed installing the version that you intended
4. Click "Next"
5. Read and agree to be bound by the license agreement
6. Click "Next"
7. Read any additional information regarding the package that you are installing
8. Verify (or change) the folder where the program will be installed. Normally the default is the best choice here unless you have another reason to change the default folder to some other location. ***Note: POS Pizza 6 must not be installed into a shared or network folder!**
9. If you are running the CS installer continue with these sub-steps, if not skip to step 10
   - 9.1. Choose the components that you wish to install by using the drop-down list or by checking and/or un-checking the individual components that you want to install at the current station
   - 9.2. Click "Next"

10. Choose the name of the folder that will be placed on the Windows "Start" menu or simply leave the default value
11. Click "Next"
12. Decide whether or not you want to have desktop icons created for the install. ***Note: Not all components create desktop icons, so if you only select certain components and also select to have desktop icons created, the installer still may not actually create them in some cases.**
13. Click "Next"
14. Review your installation options and if they are correct, click "Install". If not you can go "Back" and correct the selections on the previous pages or "Cancel" the entire installation and start over later
15. Click "Install" if your options are satisfactory
16. During the next phase files will be copied to the install folder. This phase should complete without ANY type of warnings! If you get an "Abort, Retry, Ignore" warning message while the installer is attempting to copy a file, Something is running and using one of the files from a previous installation. Abort the install and shutdown any components that were running such as a delayed order server, make-line label printer etc. (check the system tray and stop all parts of POS Pizza) and then restart the install. If the install fails, you will get unexpected results or crash your system! This phase must go through without any errors.
17. You will now be presented with the FINISH page. If you are running the CS version, there is nothing more to do here except click the "Finish" button. If you are running the LT or SA version, then you can decide whether or not (at this point) to run the Database Creation Tool and create a database. If you have done this in the past there is no need to do it again. If you decide NOT to run this tool here, you can always run it again at any time by going to the Windows "Start" button and selecting the option from the POS Pizza [xx] group. In CS Versions this will be found under the server group.

At this point your software is installed. If you just installed the LT or SA version, you are finished with these steps. If you are installing the CS version, you will repeat the above steps for each machine in your installation that will be running various components.

Install Multiple Stations

This section applies to only the CS Version of the software since it is the only multi-user version.

1. To install multiple stations follow Steps 1 through 17 of the "Install Client Packages...".
2. Repeat this process for each new station being installed

Setup a Receipt Printer

This section applies to all versions. Some variations of printing are not available in the LT version such as graphical POS receipts. Graphical full page or statement size pages however are available on the LT version as well as all other versions of POS Pizza 6.

First you may want to setup your "general" printing rules for your system.

1. Run the Management Utility Program using a user that has sufficient access to the "Local Config" and the "Global System Config" (a Supervisor level user is recommended).
2. Click "Configure" on the top tool bar
3. Click "Global System Config"
4. Go to the "Printing Options" tab
5. Change any of these default settings to meet your specific needs.
6. use the "Save and Exit" button to save your changes.

The next couple of guides will walk you through setting up the printing for each station. You will need to repeat the two guides below for each station that you are configuring receipt printing on.

1. Physically connect the printer to the computer (or network) with the proper cabling according to the type of printer that you are installing
2. Install a print driver for your printer
3. If sharing the printer enable sharing and add the shared printer to each local station's control panel
4. Print a test page from each station that will be using this printer. This step is very important, if Windows cannot print to a printer, then nothing else can either!

Next you will need to tell POS Pizza about the printer that you just installed using the above steps. To do this, follow the steps below.

1. Click on "Local Machine Config"
2. On the "General Settings" tab page under the section labeled "Misc Options" place a check in the box labeled "Use Receipt Printer"
3. If you will be printing delivery directions on the receipts go to the bottom half of the "General Settings" page and check the option "Same As Receipt Printer" ***Note: The option "Print to Alternate Printer" should ONLY be used with FULL PAGE printers and will not function correctly if you are using a roll-type POS receipt printer.**
4. Next click on the "Printer Settings" tab
5. The top half of this screen (Printer Options) will work for most cases, so you probably won't need to modify it at this point in time
6. Go to the lower half (Printer Selections) and in the first row of drop-downs (printer #1) select the "Type" of printer that you are using from the left-side drop-down list.

7. The most common receipt printer types are listed here as well as standard page printer types. These are Epson Thermal (TM88), Epson Impact(TM-U2xx), Star Thermal (SP300), Star Impact(SP200), Citizen, and some generic types. These types are all character (text) based print modes with the exception of the full page, and statement paged graphical modes. If you are running the SA or CS versions of the software you will also see the "Graphical" modes for POS printers listed here too. Choose the one that best meets your printers description based on the above information. For example if you are using one of Star's new thermal models, choose the SP300 which will be compatible with their newer models. Generally all of a manufacturers printers are backwards compatible.
8. After choosing the type of printer that you are using, choose the printers driver from the right-side drop-down list. Using the specific printer driver is recommended but you can also choose to simply use the default printer as well. If you choose use default, you will need to ensure that your printer is setup as the default driver in the control panel.
9. If you are adding additional receipt printers you can use Printer #2, #3, & #4 slots for these extra printers.
10. Click "Save and Exit" to save your local settings.
11. You should now run the Main POS module at this computer and do some test printing by either using the reprint receipt button, or by submitting a few test orders.

Repeat the above steps for each machine that will be printing receipts on your network.

Notes:

Statement style printing is a 5.5" x 8.5" page size (half of a standard letter page). There are 2 different versions of this due to the way that some printers orient their pages. If you use one of these print modes, one will eject an extra "blank" page and the other will not. You will need to test print to figure out which one will affect your specific printer in what way.

Character based print modes will print much faster than graphical print modes on certain types of printers. Graphical printing is sent pixel by pixel where as character based printing is sent on character (or letter) at a time. So a single letter "A" would be 1 byte in a stream of information in character based printing, while that same letter "A" would be 4 bytes for each dot that makes up the letter in graphical modes. This results in much more data needing to be sent and processed by the printer. Newer model printers are much faster than some older models.

Setup a Cash Drawer

This section applies to ALL Versions of POS Pizza 6

You will first need to determine the type of cash drawer (how it physically connects to your computer) that you will be using. The following types are supported by POS Pizza 6; Serial Interface, Parallel Interface, Printer Interface, Virtual Serial via USB Interface (straight USB is *not* supported).

If you are using the Printer Interface type (RJ11 telephone type jack) you must first make sure that your receipt printer is working properly since this type of drawer plugs into the back of the printer.

For all other types make a physical connection using the cables provided by the drawer manufacturer to the PC that will be using the drawer.

1. Physically connect the cash drawer to either the PC or the printer (depending on the type)
2. Run the Management Utility Program from the computer that will be using the drawer (same one that it is physically attached to)
3. Log in using the Supervisor user ID and password
4. Click "Configure"
5. Click "Local Machine Config"
6. Check the "Use Cash Drawer" box on the first page of this editor on the upper left side of the screen
7. Select the "Cash Drawer Settings" tab page
8. On the upper left section choose the type of "Connection" that your drawer uses (attached to printer or a PC port)
9. If it is the type that attaches to the printer, skip to step 12
10. Select the COM or LPT (Parallel) port that your drawer is attached to
11. Setup the drawer open sequence as specified by your drawer's manufacturer. This field contains literal characters or ASCII values enclosed inside of { } squiggly braces. For example an ESCAPE character would be **{27}** ASCII value 27 enclosed in braces. These values are all base-10 and NOT hexadecimal. If your manufacturer gives you hexadecimal values, you can convert them using the Windows calculator in scientific or programmer mode. You could also contact your drawer's manufacturer or Summit Tech Support to get the ASCII equivalents.
12. Click "Save and Exit" to save your cash drawer settings.

Notes:

Some common cash drawer open sequences are;

- a repeating series of @ symbols (eg. @@@@@@@@@@@@@@)
- two sequential characters (based on ASCII vaules) (eg. AB or {1}{2})
- a bell character {7} (ASCII 7)
- two repeating characters of the same value (eg. AA or {1}{1})

Consult your drawer manufacturers manual or contact their tech support department for exact details on what your model expects in order to open it.

If your drawer is attached to the receipt printer, then those codes would be determined by the printer manufacturer instead of the drawer manufacturer. Most of the common print codes are provided with POS Pizza's default database.

Have the cash drawer open/not open for different types of payments

This section applies to ALL versions of POS Pizza 6

This section assumes that you have already configured and tested a cash drawer on your system.

1. Run the Management Utility Program
2. Log in using a supervisor account and password
3. Click "Configure"
4. Click "Global System Config"
5. Select the "Customers & Misc" tab page
6. In the bottom left hand corner, place a check next to the payment types that the drawer should open on. Cash payment will always open the drawer.

Restrict the cash drawer open button for certain employees

This section applies to ALL versions of POS Pizza 6

This section assumes that you have employees in your database and that they are required to log in to use the Main POS station.

1. Log into the Management Utility with a Supervisor account
2. Click "Employees"
3. Click "Edit Employees"
4. Choose an employee from the list that you wish to restrict or allow access to the drawer for that employee on
5. Click the "User Level & Passwords" tab
6. Set the Account type to "Custom" if it is not already set that way. If it was on a different setting you will need to modify other employee rights too to make sure that this employee only accesses what he or she is allowed
7. Click the "Main POS Rights" tab
8. Make sure that the "Can Access Main POS Module" box is checked
9. If you want to allow access to the cash drawer open at the time of sale (when taking customer payment) place a check in the box labeled "Can Open Drawer on Sale".
10. If in addition to this you would like this cashier to be able to open the drawer using the "Open Drawer" button on the main POS screen place a check in the box labeled "Can Open Drawer (No Sale)"
11. You can completely restrict this employee from ever opening the drawer (for example if they are only an order taker) by un-checking both of the above mentioned check boxes.
12. After you have finished editing this employee, click the "Save and Exit" button

13. At this point you can continue choosing other employees from the list and modifying their rights too, or you can click the "Done" button to close the employee edit list altogether.

Notes:

You can also place a "global" password for the open drawer functionality if you wish. This isn't really recommended unless you are running a smaller operation with maybe only 1 station and you possibly don't even have employee logins enabled on the module. In a case such as this, you can set a drawer open password for only on no-sale or all the time by going to the "Global System Config" editor and choosing the "Security Settings" tab and enabling the password here. This is global, so if you are running more than 1 station, the same password will be used everywhere. Again this is not really recommended unless you are running a small operation.

Setup a customer poll display

This applies to the SA and CS versions

POS Pizza supports Customer (Poll) Displays that are attached via a serial interface. Setting up anything serial takes a bit of knowledge of serial communications and what the different settings are. Since this type of interface has been around as long as personal computers have it is by no means plug-n-play.

1. Attach your customer display to the PC that will be using it with the cables provided by the vendor
2. Find out from the display's manual what the default baud rate, stop bits, and parity are. Most will be standard of 9600 8-N-1 so they won't take any adjusting. If your display is set to anything other than this, you will want to change it. You minimally want 8 bit, no parity, with 1 stop bit.
3. The next thing you will need to determine is what protocol that your display uses or what ones that it understands. If this needs to be changed via a configuration software, or dipswitches you will want to change it to either ESC/POS or AEDEX modes so that POS Pizza can communicate with it.
4. After your display is fully configured and attached to the PC, you can test it with any provided test software that came with it.
5. Next go into the Management Utility as the Supervisor user
6. Click "Configure"
7. Click "Local Machine Config"
8. On the "General Settings" page, check the option "Use Customer Display"
9. Click on the "Customer Display Settings" tab
10. Change the command type to match the protocol of your display unit's
11. Select the serial port that the unit is attached to.
12. Some units can be initialized to AEDEX mode and the "Initialize POS7300 to AEDEX Mode" box can be used to change them. If you configured yours to ESC/POS or via dipswitches or supplied

software, you can uncheck this box. Otherwise you can try checking this box, but only if you have selected AEDEX mode.

13. Next choose the baud rate that your unit is set to. Most will be 9600,8,N,1 so the default should work in most cases.
14. Click the "Save and Exit" button to save the your changes
15. Start the Main POS station, and your display should begin to function.

Setup Custom messages to show on the customer display during idle times

This section only applies to the SA and CS Versions of the software

This section assumes that you have already setup a customer display and that it is functioning properly. This section is written in an "informational" style, since a step-by-step list really can't apply here. It is recommended that you use the information found below and get your display messages setup 1 at a time by testing each one until you get the desired result, and then saving it in a different file. Once you get all of your messages working as desired, copy them all (or the ones that you will be using) to your POSPizza.INI file.

The custom messages for the customer display are stored in the local POSPizza.INI file found in the folder where the program was installed on each machine. In a multi-user environment (CS Version) you will need to set the messages up on each computer with a display, and can optionally have different messages on each computer if you wanted to.

POS Pizza can have up to 10 different messages that rotate at a rate that can also be set by editing a value in the POS Pizza INI file.

Below is a sample chunk of a POSPizza.INI file that contains the relevant portions to the customer display.

```
[CustomerDisp]

DisplayTimer=30

DispMsg0=This message will show scrolling...;3;3

DispMsg9=Centered Hello, World;1;2
```

All customer display items will come under the [CustomerDisp] heading in the INI file. The value DisplayTimer=xx is the number of seconds to show a display message (while the system is idle). After this time has elapsed the next display message will be shown, and so on.

Each of the 10 messages are numbered DispMsg0, Through DispMsg9 and contain the actual text for the message followed by a semi-colon and a numeric value, another semi-colon and another numeric value.

The first number can be a value from 1 to 3 and tells the display which line (1 or 2) to display the preceding text on.

The numbers have the following meanings:

1. writes the text on line 1 (and will wrap it to line 2 if longer than the display's line 1)
2. writes the text on line 2 while placing the business name on line 1 (if it fits)
3. writes the text on line 1 and places a clock on line 2 (if the unit supports this function)

The second number is for the alignment of the text and this number has the following meanings:

0. Left aligned
1. Right aligned
2. Centered
3. Scrolling (if your display supports it)

For the best results try different settings until you get the desired results. Each display unit will have slightly different properties (if not the same model) so some settings may work differently from unit to unit.

Setup Touch Screen Mode

This section applies to All Versions of POS Pizza 6

Touch screen mode will work in the Main POS, Dine-In and Driver Console Modules. A popup keyboard will appear in fields that require text input or numeric input whenever the field is touched. ***Note: If you use touch screen AND you have complex passwords set, you must disable touch mode on the log in, clock in/out boxes when inputting the complex password (use the no touch button). Case is enforced with complex passwords and the touch screen may not always use the correct case causing the password to fail. Simple passwords on the other hand, do not enforce case, so they will work fine in pure touch screen mode.**

All other modules still require a keyboard to be present. It is a good idea to keep a keyboard handy even on touch-enabled stations. You can also still use the real keyboard when the on-screen keyboard appears.

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Local Machine Config"
4. Check the box on the first page labeled "Use Touch Screen"
5. Click the "Save and Exit" button

Setup a kitchen printer

This section applies to All versions of POS Pizza 6.

This section assumes that you already have menu items setup on your system. If you don't then you need to do this before completing this section. This section also assumes that you have physically connected (and tested) your kitchen printer in the Windows control panel and the driver is functioning properly. You must be able to print a test page from the Windows control panel before continuing.

An order can be divided up to 4 ways in POS Pizza and then various parts of the order can be sent to different areas, or you can simply send all of the order to a kitchen printer essentially making a 2nd copy of the customer receipt. Before beginning the steps below you need to know which form of printing that you want to do. Do you want only certain items to print? or everything on the order? If you will only be printing certain items (kitchen items for example) you want to think of a line number. This is a number from 1 to 4 that will be unique to this line. We will use 1 in the list below. If this is your 2nd or 3rd line, simply substitute that number with yours.

1. Log into the Management Utility Program with the supervisor account
2. Click "Inventory"
3. Click "Master Items"
4. You will now be at the list that contains your main sale items. You need to decide which of these items will be sent to which printer (or screen) in the kitchen. If you want to send a full receipt, you can skip down to step 10
5. Select an item that is to be sent to your kitchen printer and edit that item.
6. On the "General Settings" (first page) tab, use the "1st Makeline" drop-down list to choose line number 1 (or whichever one you are setting up). ***Note: In the CS version, you can use the 2nd Makeline box to send an item to multiple lines at once.**
7. Click the "Save and Exit" button
8. If you have more items that you wish to send to this line, go back to step 5 and continue adding items to the line
9. When you have finished adding items click the "Done" button to close the items list.
10. Click "Configure"
11. Click "Local Machine Config"
12. Make sure that the "Use Receipt Printer" box is checked on the first page (General Settings)
13. Click on the "Printer Settings" tab
14. Go to the #2 (or higher) printer (or the first open slot higher than #1) found at the bottom half of the page. Do not confuse the printer # with the line # as they have absolutely nothing to do with each other.
15. In the left-hand drop-down list, choose the type of printer that you will be using (or graphical profile if using the SA or CS versions).
16. In the right-hand drop-down list, choose the driver that goes to the printer that you will be printing to.

17. If you want to print everything to the receipt, you can skip down to step 21
18. Click the filter button (in between the 2 drop-down lists).
19. uncheck all boxes except for the line # that this printer is printing items for. If all boxes are checked then everything (even items not set to a line #) will print on the ticket.
20. Click the OK Button to save the changes (at least 1 box MUST be checked before hand)
21. Click the "Save and Exit" button to save these changes
22. Go to any other order entry or dine-in stations that need to print to this kitchen printer and repeat steps 10 though 21 of this list on those machines.

Your printer should now work as desired for kitchen items.

Setup a kitchen screen / Setup a box label printer

This section applies only to the CS version of the software

In addition to having receipt printers that print kitchen items on them, you can also setup box label printers or make screens (or any combination of the 3). This next section will cover how to setup the make screens and/or the label printers since their setup is basically identical to each other.

Before proceeding with this list, first go to the "Setup a Kitchen Printer" section and follow steps 1 through 9 to configure which items should be sent to your screens and or printers.

After your menu items are setup, you now need to know which **Line #** that you will be configuring for the steps below.

1. Log into the Management Utility Program as the supervisor user
2. Click "Configure"
3. Click "Make-Line Screen/Label Prn Conf"
4. The "General Settings" page in most setups will never need to be modified. If you are changing port #'s this should only be done by a person with full understanding of TCP/IP networks and should only be done so with caution.
5. The Poll interval is a default value that if not refresh is received after this many seconds elapses, a refresh will be done regardless. A higher poll value is better and less strenuous to your server.
6. You can also enable audible alerts for the make screens and the closest that these sound can be together (in seconds).
7. Once you are satisfied with the "General Settings" click on the tab page that is for the line number that you are currently working on (Line 1, 2, 3, or 4).
8. Set how long an item can be on this line before it is considered "Late" (this setting only effects the screens and doesn't matter if you are printing labels only). Items on a line longer than this value will show in red while other will show in off-white. Items that are approaching being "Late" will show in yellow, and items that are completed in blue. Set this value to an appropriate value for items being cooked on this line.

9. Next you can "Bounce" items once they are completed. What this means is that once an item is marked complete on a screen (or prints on a label printer) it will move to the line # specified in the drop-down, and become a "new" item on that line.
10. Items are refreshed each time new items are added to a line but the line will not show these items unless you use the arrow keys or page up/dn keys to manually navigate to them. You will hear the audible sound (if it's enabled on General Settings). Generally the item that is in slot 1 will remain there since this is the "home item" on a screen. You can however force the screen to refresh (whenever new items are received) and jump to the first item in the list again. This could get annoying to cooks who are working on a given item if the screen keeps jumping away from that item. On the other hand, the oldest items are always at the top, and these should be the ones that the cooks are working on. Use the "On New Items, Jump to pg 1" check to determine whether or not this line should refresh in this manner.
11. You can also sort items on the screen based on A) whether or not they are marked completed or voided, and B) whether or not they are a delivery item (since some places give delivery items a higher priority). Use the "Sorting" checkbox "Completed and Voided Items to Bottom" to send these items to the end of the list (until they are purged), and the "Delivery Items to Top" to send all delivery items to the top of the list. Items within these groups will still be sub-sorted from oldest to newest so that within these groups the oldest item in the group is first in line.
12. The next section deals with printing. You can use a combination setup where the line is a screen and that screen has a label printer attached to it, or you could have the label printer assigned to a completely different line from the screen. If the line you are working on does not do label printing skip down to step 16
13. Select the type of label printing that you will be done from this line
14. If the type is a "Cognitive..." or a "Line-type" printer, you will need to use the drop-down list to choose the driver that services the printer. DYMO printers must be attached to the computer running the print server or make screen, and then the DYMO label software will be installed on that station. ***Note: These printers DO NOT need to be shared. The print server or screen will run locally on the computer that has he printer attached to it, and it will print all jobs for this line which will effectively make it act like a shared printer for all order stations placing orders.**
15. You can also choose not to print box labels for certain order types by un-checking different order "Types to Print" boxes. You may for example only want box labels on delivery orders, while carry-out and dine-in orders would get no box labels. To do this you would check the "Delivery" box, and un-check the "Dine-In" and "Carry-Out" boxes.
16. Click the "Save" button to save your changes.

Notes:

Next you will need to install the make-line client that you will be running on the computer that is to be your make station. This will either be the Make Screen software or the MLPOM (Make Line Print Only Module which runs a label print server without the need for the make screen).

Whenever you first run the Make Line module you will be prompted for a few setup options, like server location (or auto detect), and database name, and the line number that the module will be servicing. If you want to be prompted again or to change these settings simply go into the folder where the line software is installed and delete the MakeLine.INI file. Once the file has been deleted, re-run the software and it will prompt you for these settings again. ***Note: The MLPOM module allows you to right-click on its icon in the system task tray and change these settings from there. You also have the option of manually changing the settings directly by editing the INI file itself.**

If you are using the MLPOM launch it, then find it's icon in the system task tray and right click on it to get the menu. Choose "Launch at System Boot" to have to program auto start when Windows starts up.

If you are printing to a DYMO printer make sure that you run the DYMO label software and configure the default label type as the one that you are using. Using an address label is recommended. Whatever label that you decide to use, you must customize it and add an address field to the label if it doesn't already have one. You can also optionally set a font size when you do this allowing you to make the print size more readable. The print font will shrink-to-fit if this is needed in order to fit the label data on the label.

If you are running the Make Line Screen, launch it and once it attaches to the server and database you will see 6 cells with one item per cell from any current orders on that line. The oldest items will be at the top and the newest at the bottom of the list (with the exception of any additional special sorting).

Completed items will have a big green check mark through them, and voided items a red X. To complete an item, you can simply hit a number key (1 through 6) or use the F-Keys at the bottom of the screen or use the Left and Right arrow keys to navigate to an item followed by the enter key to complete it. This gives you many ways to easily mark items on the line completed. Once you are done looking at a group of completed or voided items, you can use the F4 key to remove them from the screen altogether, helping reduce clutter.

You can use the PgUp, PgDn or arrow up and arrow down to navigate the pages on the Make Line. The Home key will take you to the first item, while the End key will take you to the last.

Use the F10 key to exit the make screen. To exit the MLPOM, right-click on its tray icon and select "Exit and Unload Server Now" to stop the print server completely. This will generally only need to be done when installing updates to the software. If you simply need to add another roll of labels to the printer or do other printer maintenance you can simply right-click the icon and choose the "Label Print Server Running" option on the menu (un-checking it) to stop the server, but leave it loaded in the task tray. Repeat this process to re-start the server.

Customize Box Label

This section applies to only the CS Version of POS Pizza 6

To change the default box label text use the steps below

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Make-Line Screen/Label Prn Conf"
4. Click on the "Label Printing" tab
5. Read the text included at the top part of this page to get an understanding of the label code scripting language.
6. To edit the label text for a given line #, enter a new label script line into the provided field
7. Scroll all the way to the end of the script help text file (top half of the screen) and then copy DYMO version if you are using the DYMO, or the Line Printer version if you are using a line printer.
8. Paste this into the "Line X" field and use it as a starting point, or you can choose to start from scratch.
9. The label codes are %xx symbols that are replaced by actual order data or literal text that will print on the box labels. Use the "Test" button adjacent to the field that you are editing to see a sample of what the output label would look like using the current label codes used.
10. When you are satisfied with your label content, click the "Save" button to save your changes.
11. If you have the MLPOM module running or any Make Line Modules (that print labels), exit them then restart them so that they load your new changes.

Enable or disable employee logins for the POS and Dine-In modules

This section applies to ALL versions of POS Pizza 6

There are some cases where you may not want to bother setting up employees to log into the Main POS (or even Dine-In) Modules. If you do this you cannot use the time-clock, so if you want to use the time clock create a "Generic Cashier" instead using the associated guide.

To Enable or Disable employee logins in these modules use the steps below.

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Global System Config"
4. Click the "Customers & Misc" tab page

5. In the upper right-hand corner under the "Misc Settings" section, place a check in the box labeled "**No Employee Reqd - Order-Entry**" to disable employee logins at the Main POS and Dine-In Modules, or UNCHECK the box to ENABLE logins.
6. Click the "Save and Exit" button to save your changes

Setup an Employee / User

This section applies t ALL versions of POS Pizza 6

Before setting up any employees or users that will be accessing the Management Utility Program as part of their job duty, it is recommended that you read the Security Document in order to better understand things like the security levels, and the type of security implemented in POS Pizza. Normal users like cashiers, servers, drivers, cooks and others are pretty easy to setup.

1. Log into the Management Utility Program with a supervisor account
2. Click "Employees"
3. Click "Edit Employees"
4. Click the "Add" button at the bottom part of the list
5. Enter the Logon ID to be used for this new employee/user. This will be what they use to log in or use the time clock (if it is using ID/PW)
6. Fill in their general information on the first page. *Note: The Labor Cost/Hr field is used to calculate the amount that this employee costs you while on the time clock. This figure is used for profit/cost reports and is also used by the profit monitoring meter.
7. Click the "User Level & Password" tab.
8. If you are unfamiliar with the Security setting in POS Pizza and the current person that you are adding is a cashier it is recommended to use the generic "Standard Cashier Account" for the account type. If they are a delivery driver, cook, server or some other type of user, then use the "Custom" account type. Using the "Custom" type gives you full control over each thing that a user can do and what parts of the program can be accessed by that user.
9. Set any login restrictions and password settings desired for this employee here. Initial password will be empty, so you can either leave it this way or assign an initial password. If you choose to assign one, you may also want to check the "Force Change Next Login" box so that the user is forced to pick a password of their own. Also make sure that the "Password Change Allowed" box is checked unless you don't want to allow changing of a password. If this is the case you must assign the password to the account now, unless it will be a blank password. You can also assign a magnetic card if you are using them.
10. If you are not using a "Custom" user type, skip to step 15

11. If the user will be able to use the Management Utility Program, Click the "Mgt Utl Rights" tab and setup the user's rights for this part of the program. Refer to the Security Documents for details on these settings.
12. If the user will be able to use the Main POS Module, Click the "Main POS Rights" tab and setup what this user will be able to do in the module.
13. If the user will be able to access the Driver Console, or Dine-In modules (CS Version Only), Click the "Driver & Dine-In" tab and setup any rights in these areas.
14. If the user is a driver, then setup their delivery pay and types as well on this page
15. Click on the "Add-On Rights" page
16. Grant access to any add-ons for this employee/user on this page
17. Click the "Save and Exit" button to save the employee.
18. Continue adding additional employees if needed by going back to step 4 above

Notes:

If you are adding users that will be using the Management Utility Program as part of their job, you may want to setup a temporary password for these users and login with their accounts to test their rights and make sure that they are working as you expected. Refer to the Security Document to get a better understanding of all of the rights in POS Pizza. Once the accounts are working, assign a unique "starter" password for that employee, and use the force password change on next login option so that they can change it after they login for the first time. The starter password should be used on these accounts since accounts initially have "no password" and anyone could essentially gain access to them, and you may not realize this right away. Anytime you create accounts with extended access, you should always assign them a password of some type. These types of accounts should also have a password required so that their user does not clear the password, and cause a security hole in your system.

Setup an Employee who can only clock in or out but can't use the modules

This section applies to ALL versions of POS Pizza 6

To add an employee (like a cook) who you want to track time clock information for, but they will not access any modules use the following guide.

1. Log into the Management Utility Program with a supervisor account
2. Click "Employees"
3. Click "Edit Employees"
4. Click the "Add" button at the bottom part of the list
5. Enter the Logon ID to be used for this new employee/user. This will be what they use to log in or use the time clock (if it is using ID/PW)

6. Fill in their general information on the first page. *Note: The Labor Cost/Hr field is used to calculate the amount that this employee costs you while on the time clock. This figure is used for profit/cost reports and is also used by the profit monitoring meter.
7. Click the "User Level & Password" tab.
8. Chang the account type to "Custom"
9. Assign a password to this employee (and a mag card if you are using them)
10. If you edited this employee instead of added it, check the "...Rights" tab pages to make sure that they do not have any access to any of the modules.
11. Click "Save and Exit" to save the employee

This employee can now clock in or out at any of the stations with a time clock, but the user will not be able to log in to any of these modules.

Setup a generic "cashier" with no password

This section applies to ALL versions of POS Pizza 6

Sometimes you may not want to have individual cashiers logging in or out of a station, but also don't want to disable logins on the Main POS Module either. This is the perfect situation for a generic account to log in with and leave logged into the Main POS station for anyone to use.

To create this type of account, use the guide below.

1. Log into the Management Utility Program using a supervisor account
2. Click "Employees"
3. Click "Edit Employees"
4. Click "Add" to add a new employee
5. Setup a User ID for this employee (Something simple and easy to manage like maybe just the number 1).
6. Name the employee (generic cashier) or something similar
7. Click the "User Level & Password" tab
8. Select the "Custom User Account" type
9. Leave all of the password settings "as-is"
10. Add any machine restrictions to this account that may be needed
11. Click the "Main POS Rights" tab, and setup this employee giving them the rights that you want this account to have
12. Assign rights to any other modules that you want this employee to also have if needed
13. Click "Save and Exit"
14. Click "Done" to close the employee list
15. Log in and test the account, and make any changes needed be editing the employee again

Setup a Manager user for my shift manager

This section applies to ALL versions of POS Pizza 6

Before setting up any employees or users that will be accessing the Management Utility Program as part of their job duty, it is recommended that you read the Security Document in order to better understand things like the security levels, and the type of security implemented in POS Pizza.

1. Log into the Management Utility Program with a supervisor account
2. Click "Employees"
3. Click "Edit Employees"
4. Click the "Add" button at the bottom part of the list
5. Enter the Logon ID to be used for this new employee/user. This will be what they use to log in or use the time clock (if it is using ID/PW)
6. Fill in their general information on the first page. *Note: The Labor Cost/Hr field is used to calculate the amount that this employee costs you while on the time clock. This figure is used for profit/cost reports and is also used by the profit monitoring meter.
7. Click the "User Level & Password" tab.
8. You can now either use the "Custom" account type to fully customize this manager employee, or you can use the "Manager Account" account type. To better understand what rights the "Manager Account" gets, refer to the Security Document.
9. Set any login restrictions and password settings desired for this employee here. Initial password will be empty, but it is strongly recommended that you use a "starter" password that is unique to this employee. When doing this you also want to make sure that the "Force Change Next Login" box is checked. Since this is a manager check the boxes "Password Change Allowed", and "Require Password" minimally for this manager.   You can also assign a magnetic card if you are using them. ***Note: Magnetic cards can NEVER be used to gain access to the Management Utility Program. Only a valid User ID and Password combination will work for extra security in this module.**
10. If you are using the " Manager Account " type, skip to step 15
11. If the user will be able to use the Management Utility Program, Click the "Mgt Utl Rights" tab and setup the user's rights for this part of the program. Refer to the Security Documents for details on these settings.
12. If the user will be able to use the Main POS Module, Click the "Main POS Rights" tab and setup what this user will be able to do in the module.
13. If the user will be able to access the Driver Console, or Dine-In modules (CS Version Only), Click the "Driver & Dine-In" tab and setup any rights in these areas.
14. If the user is a driver, then setup their delivery pay and types as well on this page
15. Click on the "Add-On Rights" page
16. Grant access to any add-ons for this employee/user on this page

17. Click the "Save and Exit" button to save the employee.

Notes:

Since you are adding users that may be using the Management Utility Program as part of their job, you may want to setup a temporary password for these users and login with their accounts to test their rights and make sure that they are working as you expected before turning the accounts over to their owners. Refer to the Security Document to get a better understanding of all of the rights in POS Pizza.

Use mag-cards for employee log ins and/or time clock punch in punch out

This section applies to ALL versions of POS Pizza 6

POS Pizza 6 has the ability to use magnetic cards (that are unique from one another) for employee logins and time clock in/outs. This makes getting into stations much faster and is very handy especially in the case of delivery drivers where they are constantly logging in and out of the driver console. Some states and provinces already have magnetic stripes on their drivers licenses, so if you live in one of these regions, you could actually use the employees drivers license as their login card. There are also many places on the Internet to purchase magnetic cards for various purposes. The only requirement is that you have mag card readers at each station, and that you have cards whose magnetic stripes are unique. Given this, you can use the guide below to enable the use of mag card for employee logins and time clock use.

Track information is only ever stored to be later compared when a card is used for login, and is never used for any other purpose. All track data is stored with strong encryption and can never be decrypted again. Anytime a new card is scanned it's track data is encrypted on the spot and then compared to what is currently stored for each employee to locate a match.

To enable magnetic card use for logins and time clock use:

1. Install and test mag card readers at each station that will be running a Main POS, Driver Console, or Dine-In module.
2. Test the card reader by opening NOTEPAD and getting the caret (cursor) into the notepad window and then swiping a test card. The track data should all appear on a single line and the cursor should be on the line directly below it when it is finished. If your track data comes out in multiple lines, use your card readers configuration software to change the track parse characters to NUL. This is also known as standard or MagTek compatible mode.
3. Log into the Management Utility Program with a supervisor account
4. Click "Configure"
5. Click "Global System Config"
6. Click the "Security Settings" tab
7. Check the box (upper right side of screen) labeled "Mag-Card Use for Login / Clock In & Out"

8. If you want to use magnetic cards for the time clock too then
    8.1. Click the "Customers & Misc" tab
    8.2. Change the "Time Clock Style" drop-down (lower left side of page) to read "Swipe Or ID + PW"
9. Click "Save and Exit" to save the global settings
10. Click "Employees" on the top tool bar
11. Click "Edit Employees"
12. You will now need to have all of the cards present that will be used for each employee that you will be editing...
13. Pick an employee from the list and edit the employee
14. Click the "User Level & Password" tab
15. Click the "Assign Mag Card" button
16. Swipe the card for this employee when instructed
17. Click the "Save and Exit" button to save the changes
18. Repeat this for each additional employee by going back to step 13 above

Notes:

> When using magnetic card an employee can more easily forget his or her password and user ID. They will need these if: A) They need to access the Management Utility B) Forget their magnetic card when they show up for work
>
> If you are enforcing password changes every XX number of days, this enforcement may not kick in until a user (employee) logs into a station using their User ID and Password. Using a magnetic card bypasses any change requirements since it bypasses the ID+PW login process altogether.

Change the time clock style

This section applies to ALL versions of POS Pizza 6

POS Pizza 6 supports 4 different styles of time clock (clock in, clock out) for the employees. These include the traditional user ID + PW entry type, a magnetic card type (See section regarding magnetic cards for employee logins and time clock use), and 2 different "list" types. The lists will show a list of employees and their current time clock status (IN or OUT). One type of list requires the employee's password before changing status, the other does not. The type with no password is not really recommended!

To change the type of time clock use these steps:

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Global System Config"

4. Click the "Customers & Misc" tab
5. On the lower left part of this page, use the drop-down list to choose the style of time clock that you want to use
6. Click the "Save and Exit" button to save the changes.

Notes:

If you changed to the Magnetic card style of time clock, you will also need to configure mag card use for your employees. Follow the guide " Use mag-cards for employee log ins and/or time clock punch in punch out " to help you set this up.

Reset an employee's password

This section applies to ALL versions of POS Pizza 6

Use the guide below to reset an employee's password that has been forgotten by the employee

1. Log into the Management Utility with a supervisor account
2. Click "Employees"
3. Click "Reset Employee Password"
4. Choose the employee from the list who is to be reset. *Note: only a full supervisor can see all of the employees
5. Click on the employee to be reset so that it is highlighted
6. Click the "Reset" button

The employee can now log in using anything in the password field (including blank). As soon as the employee logs in they will be prompted for a new password.

Setup my sales taxes

This section applies to ALL versions of POS Pizza 6

To setup sales taxes for your region, use the guide below

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Global System Config"
4. On the far left choose the "Sales Taxes" tab page. You may need to use the little arrows on the upper left part of the tabs to initially move this tab into view

5. Setup any sales taxes on this page by giving them a name and then setting the tax percentage and determining which types of orders that they are applied to.
6. For Canadian PST/GST taxes, use the 3rd and 4th tax slots so that you can get the subtotal greater than fields.
7. Click "Save and Exit" to save your changes
8. You will now need to go to each master item and set the appropriate tax if you have already added any items. Items should really be setup after sales taxes are added.

Set a default order type (eg. Dine-In, Delivery, Carry-Out)

This applies to ALL versions of POS Pizza 6

For setting the default type in the Main POS Module:

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Main POS Module Setup"
4. In the upper right-hand corner of this screen choose your preferred "Default Order Type"
5. Click the "Save" button to save your changes.

For setting the default type in the Quick Order Module (SA & CS versions):

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Quick-Add Module Setup"
4. If in the CS Version, choose the machine profile to edit
5. On the bottom right-hand corner choose your preferred "Order Type Created"

Order types cannot be changed in the quick add order module, but the type selected in the step above will be the type of order created by the module.

The Dine-In Module will always create "Dine-In" type orders.

Add a Delivery Charge

This section applies to ALL versions of POS Pizza 6

If you want a simple delivery charge, follow the steps immediately below. For more complex delivery fee structures, continue past the guide directly below.

1. Log into the Management Utility Program with a supervisor account
2. Click "Customers"
3. Click "Delivery Zone Editor"
4. Click the "Add Rule" button (bottom right side of list)
5. Leave the rule type set as "Default"
6. Go down to the Fee amount field and enter the amount that should be added to an order if it is a delivery order.
7. Give the fee a name (eg. Delivery Fee, Fuel Surcharge, or Delivery)
8. Click the "Save" button to add the rule to the list.
9. Click the "Save Rules to Database" button to apply the changes.
10. Your basic delivery fee is now setup. You can always go back and edit the rule later to change the amount charged.

Add Multiple Delivery Charges based on area / Block Delivery to certain areas

If you use a more complex delivery fee structure you will want to read the section below and build your own set of rules that apply to your organization. The information contained below is NOT in the form of a quick guide because there is not really a simple do-this, do-that format that will match every situation. This section will simply talk about the different options and how the rules are evaluated to come up with a rule that is acted upon. From this you should be able to put together a set of rules which meet your specific needs.

How do delivery rules work?

Delivery rules are evaluated 1 by 1 until an address being compared to the rule evaluates as TRUE or the DEFAULT rules is encountered (since it always evaluates as TRUE no matter what). If no rule is found that applies to a certain address, no fee is applied to that order, and delivery is allowed. If you always want a default fee OR you want to block delivery, you need to make sure that your last rule on your list is a DEFAULT rule.

All of the rules are evaluated in a LOGICAL manner where if you have a rule that is looking for a specific city, and the customer's city matches, then that rule is applied as TRUE (unless you have a 2nd part set with the BUT NOT in place that doesn't pass the check). The easiest way to test rules it to use the top of the zone editor and type in sample addresses and see how the rules act on that address.

AND/OR/BUT NOT

You can have multi-part rules as a single rule in the zone rule editor. Whenever you have a compound rule the rules will be joined with a logical operator of AND/OR/BUT NOT each part of the rule is evaluated independently and then the logical operator that joins them is considered to see whether or not as a whole they evaluate to TRUE or FALSE.

For AND, both parts 1 and 2 MUST be TRUE in order for the overall to evaluate as TRUE

For OR, Either part 1 or 2 MUST be TRUE in order for the overall to evaluate as TRUE

For BUT NOT, Part 1 MUST be true and Part 2 MUST be FALSE for the overall to eval as TRUE

This gives you a lot of flexibility when creating a set of rules that will help decide what addresses are deliverable, and what fees will be charged based solely on the customer's address.

For street matches you can even search a range of house numbers if this situation applies to your specific setup.

Final Action

At the end of each rule there is a final action for that rule to execute IF the rule evaluates as TRUE. This can be to either assess a delivery Fee, or to BLOCK the delivery altogether. Any rule that blocks delivery will either gray out the "Delivery" button or notify the Cashier when it is clicked that the customer is "Out of the Delivery Area" and automatically de-select it afterward. If delivery is allowed, the fee (and fee name) are set on the customer's order.

Rule Ordering

The order in which rules are placed into the list is VERY IMPORTANT! Remember that the FIRST rule that is encountered that evaluates TRUE is ultimately the one that will be used in a given situation. For this reason, you want to place the most restrictive rules at the top of the list and the least restrictive rules at the bottom. Again you should thoroughly test these rules once you set them up to make sure that you get the desired results. The Default rule should always be at the very bottom of the list since it ALWAYS evaluates as TRUE no matter what. Any rules below the default rule are ignored.

If you don't deliver at all, you can create a single DEFUALT rule and set the "Do Not Deliver" option at the bottom and save the rule. You can then go into the "Main POS Module Setup" and check the box labeled "Gray Delivery Option for Out-Of-Area". This will disable the "Delivery" button on the order entry screen for all customers making your operation a non-delivery type business.

The "Delivery" button in the Main POS Module

As mentioned in the above paragraph you have the option to gray out the delivery button by going to the "Main POS Module Setup" and checking the "Gray Delivery Option for Out-Of-Area" box. If you decide NOT to check this box, the "Delivery" button will remain enabled in the POS Module, but when it is selected it will notify the cashier that the current customer is outside of the delivery area, and then de-select itself automatically.

Exempt certain customers from delivery charges

This section applies to ALL versions of POS Pizza 6

To exempt a customer from delivery fees, follow the guide below.

1. Log into the Management Utility Program with either a supervisor account or any other account that can "Full Edit Customer".
2. Click "Customers" on the top tool bar
3. Click "Customers" in the main section
4. Use the "Search" tools to locate the customer that you wish to exempt
5. double click their name in the list when it is found
6. Click the "Phones/Directions/Dates" tab
7. In the upper right hand part of the screen directly below the Delivery Directions, place a check in the box labeled "Exempt from Delivery Charges"
8. Click "Save and Exit" to save the changes

The customer will now be exempt from delivery charges. ***Note: By making a customer Exempt From Delivery Charges, you also make this customer Exempt from any of the delivery rules being applied to this customer, so this will prevent any BLOCK delivery to area from being applied also.**

Create an in-house account or a tab for a customer

This section applies ONLY to the SA & CS Versions of POS Pizza 6

In house accounts are customer accounts that run into the negative range and are paid back after a period of time. You can also setup customer "Pre-Paid" accounts that are a positive amount that can be used for purchases.

Use the Guide Below to enable Customer Accounts

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Global System Config"
4. Click the "Customers & Misc" tab page
5. Place a check in the box labeled "Use Customer Accts/Tabs" located at the bottom of the Customer Handling section in the upper left part of the window
6. Click "Save and Exit" to save this setting
7. Customer Accounts are Now enabled, but only for positive pre-paid accounts. To allow a customer to run a tab, continue with the remaining steps below.
8. Click "Customers" on the top tool bar
9. Click "Customers" to bring up the customer edit search window
10. Locate the customer that you want to setup an in-house account for and either highlight the customer and click the "Edit" button, or double-click the customer to open the customer editor on this customer
11. Click on the "Account Info" tab

12. In the "Account/Tab" section located on the lower right-hand side of this window, place a check in the box labeled "Allow Negative Account Balance"
13. If you want to set an account credit limit for this customer do so now, or leave it at 0.00 to disable the limit altogether
14. Click "Save and Exit" to save this customer
15. Repeat the steps 10 through 14 for any additional customers for whom you wish to create an in-house account

Add a hotel or a large office as a single customer account where orders will be taken from multiple individuals at these locations

This section applies to ALL Versions of POS Pizza 6

POS Pizza allows you to setup a custom field for certain customers that will be force from the Main POS Module operator to enter additional data. This field will also print it's Name & Contents on the customer receipts. This field could be used to request a **Room #** in the case of a hotel account, or an **Employee Name** in the case of a large firm or business customer.

Use the steps below to setup a custom field on a customer account in your database.

1. Log into the Management Utility Program using a supervisor account
2. Click "Customers" on the top tool bar
3. Click "Customers" to bring up the customer edit search window
4. Locate the customer that you want to setup the custom field for. Either highlight the customer and click the "Edit" button, or double-click the customer to open the customer editor on this customer
5. On the lower right side of the main ("Primary Info") window, place a check in the box labeled "Require Extra Data"
6. Enter the name for this extra data in the "Extra Data Name" field. Examples of this would be **Room #** or **Employee Name** or whatever you want to ask for
7. Click "Save and Exit" to save the changes. The next time this employee is used for an order, this field will be required if placed from the Main POS Module.
8. Repeat steps 4 through 7 above for any additional customers that you want to change.

Combine 2 or more customer accounts into a single account since there were multiples created due to having multiple phone numbers

This Section applies to ALL versions of POS Pizza 6

Over time you may end up with multiple accounts for a single customer in many cases. This is normal when maintaining a database which is primarily based on phone numbers. POS Pizza gives you a way to quickly locate and combine such accounts. The customers will need to have street data however because the customer merge tool allows you to locate all customers on a given street. This is the most sound way to find dupes. If you have customers that you know are duplicates, but have different (or no) street info, assign a street to these accounts by editing them before running the merge tool.

Use the steps below to merge customer accounts

1. Log into the Management Utility Program using a supervisor account
2. Click "Maintenance"
3. Click "Customer Merge Tool"
4. Use the drop-down list to select a street where you know that there are duplicate accounts. This may require that you go back to the customer editor and search for a given customer.
5. Click on one of the accounts from the list that you want to merge.
6. Click any remaining accounts from the list while holding down the CONTROL key so that you highlight multiple accounts
7. Double check the accounts by scrolling though the list
8. Click the "Merge" button. At this point the oldest of the selected accounts will be kept, and all of the other remaining highlighted accounts will be merged into this account. All phone numbers, totals, and past orders will be linked to this new account. There is no way to undo this, so be sure that this is what you want to do before merging accounts. You may even want to do a backup before starting.

Repeat the above steps for any other customers who have duplicate accounts on your system.

Import Customers or Streets from a CSV File

This section applies to ALL versions of POS Pizza 6

There are 2 import tools built-in to POS Pizza that read a CSV (Comma separated) file into Customers, or Streets. Both of these tools work in exactly the same manner with the only difference being is what is being imported.

To import Customers (or Streets) follow the guide below.

1. Log into the Management Utility Program using a supervisor account
2. Click "Maintenance"
3. Click either "Import Customers" or "Import Streets" depending on what you are importing
4. Click the button at the right side of the "File to Import" field that has the 3 dots on it
5. Select the CSV file that you will be doing the import from

6. Once your CSV File loads, the left-most list will populate with the available field names that can be imported into POS Pizza, and the right-most list will populate with the actual fields available from the CSV file.
7. The goal is to take fields from the left-most list and move them to the center list so that they align with the right-most list in matching order.
8. Look at the first item in the right-most list
9. Find an equivalent match from the left-most list and move it to the center list. If you can't find a matching item, you can use the *BLANK PLACE HOLDER* item to fill this dead space. Continue moving items from the left-most list to the center so that the align perfectly with the matching item from the right-most list. *Hint: You can click on an item in the center list and it will highlight the aligned item from the right-most list in the same position. Use this to make sure that things are synchronized properly as you go.
10. Verify each item on the center list by highlighting the item and then using the arrow up or down key to scroll through the list. Each item should be matched with the "like item" from the right-most list.
11. Make any needed corrections to the center list
12. Click the "Do Import" button

At this point your data will be imported. Customer data can be added to or replace any current customer data. You will be prompted about this immediately after you click the "Do Import" button if you are importing customers. The amount of time that the import takes depends on how much data is being imported.

You should NOT import data during business hours since this will lock the various tables in the database causing other workstations to not be able to perform their duties and will cause time-out errors and possibly crash those stations!

Export Customers to a CSV File

This section applies to ALL versions of POS Pizza 6

You can export your customers to a CSV file using the built-in export tool. There are many reasons that you may want to export your customer data. One could be to make mass corrections using a tool like Excel and then re-importing the data, other reasons may be to add your customers to a mailing list software or some other external software package.

To export your customer data use the steps below.

1. Log into the Management Utility Program using a supervisor account
2. Click "Maintenance"
3. Click "Data Export Tool"

4. Place a check in the "Export Customers" check box
5. Click the "Export" button
6. Choose a file name to export to (make sure that you pick a folder that you can write files into)
7. Choose to export only customers who were active during a given time period, or ALL Customers
8. Click the "Go" button
9. When the export completes click the "OK" button on the final message box to exit the tool

Notes:

You can use the built-in CSV file editor to look at your CSV file data and make any changes to it that may be needed.

Delete Customers that are inactive from my database

This section applies to ALL versions of POS Pizza 6

Over time you can build a large collection of customers in your database. Some may want to hold on to this data, but having large amounts of customer data can have a speed cost on the system too. If a customer hasn't visited your store in a long time, you may simply want to purge their data from the system.

To remove inactive customers from your database use the guide below.

1. Log into the Management Utility Program as a supervisor user
2. Click "Maintenance"
3. Click "DB Maintenance Tool"
4. Place a check in the "Purge Customer Data" check box.
5. Set any other restrictions that you want to use for purge data or uncheck a section not to check it. WARNING: if you uncheck all of the sub-sections (eg. Inactive - Days, Total Visits Less Than, and Total Spent Less Than) you will delete ALL of your customers, leave some (or all) of these checked and set the values to ones that are suitable to your needs
6. If you have never imported or manually added street data (If the only street data is that which was automatically created by the customers), Place a check in the box labeled "Purge Unused Streets". Otherwise skip this step
7. Click the "Process Selected" button
8. Once your purge has completed you may exit the tool

It is recommended to do a backup of your database BEFORE purging data from it. Once you are satisfied that the purge worked as desired, you can then delete the backup file. This gives you a way to go back to how things were before the purge should something go wrong.

Get a list of customer names and addresses who purchased during a certain period or a certain number of times for sending out a mailer

This section applies to ONLY the SA & CS versions of POS Pizza 6. The LT version can print mailing labels for ALL customers only.

POS Pizza allows you to print a list of mailing labels for customers who match certain criteria. Some examples of this would be lazy customers, new customers, customers by zip code or customers by street. You can also print labels for your entire customer base as well.

To create mailing labels for customers use the guide below.

1. Log into the Management Utility Program using a supervisor account
2. Click "Reports"
3. Click "Customer Mail Labels"
4. Use the left-hand drop-down list to choose the type of filtering to be used
5. Use the right-hand drop-down list to set further conditions on the type selected
6. Choose the label type in the drop-down list located in the upper right-hand corner
7. Click the "Go" button
8. This report may take some time to build
9. Look through the labels to make sure that they look mostly correct
10. Load your labels into your printer
11. Print the labels.

Setup menu categories

This section applies to ALL versions of POS Pizza 6

The menus are one of the more complicated areas to setup in POS Pizza so it is recommended to install the sample data at some point and examine it in order to get ideas about how to setup your own menu. When setting up a menu, you need to set it up "Categories" first, then "Toppings", then the actual "Sale Items". If you are starting from scratch, it is recommended to use a "fresh" empty database, rather than deleting all of the sample items from the sample database and using it. This isn't recommended.

Before setting up menu Categories, you must think about how you should categorize your menus. All the categories are in the main program are a set of filters that remove all other items (from the add items list) that are *not* a part of the currently selected category. Items within the list are also shown in alphabetical order. These are all things to consider when first setting up a menu for use with POS Pizza.

To add your categories use the guide below.

1. Log into the Management Utility Program with a supervisor account
2. Click "Configure" on the top tool bar
3. Click "Global System Config" in the center section
4. Click the "Item Categories" tab
5. use the "Add Catg" button to add a category name.
6. Use a short meaningful category name for the category that you wish to add
7. Click "Save" to save the category.
8. Repeat the steps 5-7 above for each category that you want to add
9. Once you have added all of your categories, you will now want to place them in an order that is easy to use. They are shown in the Main POS and Dine-In modules in the order that they are shown here, but as a scrollable set of buttons. The most commonly used categories should be placed at or near the top, and the least used near the bottom.
10. To move a category up or down, click on its name to highlight it, and use the "Move Up" and "Move Dn" buttons to locate it to its desired position in the list
11. Continue moving categories until your list is just the way that you want it
12. Click "Save and Exit" to save your category list

Notes:

You can uncheck any category to hold onto it, but not have it show in the modules.

You cannot delete a category while items are assigned to it. Move the items in the category to a new category first, then delete the category.

Set a default category

This section applies to ALL versions of POS Pizza 6

Whenever you setup a DEFAULT category, that category will be pre-selected when using the "Add Item" button in both the Main POS module and the Dine-In module.

If no default category has been set, then "ALL" items will show initially.

To choose a default category, use the steps below.

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Global System Config"
4. Select the "Item Categories" tab
5. Click on the category in the list (highlighting it) that you want to make default

6. Click the "Set Default" button at the bottom of the list.
7. Click "Save and Exit" to save your changes.

Use the "Clear" button to clear a category from being default. This will revert the system back to having no default category selected.

Add Toppings, Modifiers, Base Items to menu system

This section applies to ALL versions of POS Pizza 6

The toppings database is used for more than just toppings in POS Pizza, it is a collection of all base or component items that go into a sale item in order to make up that item. Anything that you want to track, charge additional for, or use to distinguish modifications on a sale item should be added to the toppings database. Examples of things that could be added here would be cups & lids for fountain drinks, boxes for pizzas, bags for sandwiches, etc.. In addition to these types of things toppings could be used for a flavor choice such as "cherry", or "chocolate". They can also be used for toppings as the name implies. Anything that will be a component part of what you are selling, or an option should be thought of, and added to the toppings database so that these "parts" can later be added to sale items.

To add toppings, use the guide below. These are only a list of ALL available toppings, components, flavors etc that will make up your items list later on.

1. Log into the Management Utility Program using a supervisor account
2. Click "Inventory" on the top tool bar
3. Click "Toppings / Modifiers"
4. You will now see a list which will probably be empty if you are just adding toppings for the first time to a new database. If you have sample data here, it is recommended to exit out, create a new database and then come back to this point using a "fresh" database rather than modifying the sample data.
5. Click the "Add" button to add a new topping
6. Type in the Name of the topping as it should appear.
7. type in the abbreviated name as it should appear on receipts and other places where a list of toppings full names would be too long. An example would be "GrPep" for Green Peppers or "Tom" for Tomatoes.
8. Type in the weight unit used for this topping or modifier. Some things like cups for fountain drinks would be whole units, so you could just enter "Unit" in this type of case. If it is a topping such as pepperoni, you could type in grams, or ounces, or the abbreviation for one of these
9. Next type in the cost per unit, this is Your cost per ounce or gram, or per unit of this particular component. The price you charge the customer will be added later on the items where the toppings are actually used.

10. Enter the amount where you should re-order this component/topping or leave it at zero if you don't want to use this feature.
11. Enter the bottom end (or cutoff) where this item is considered to be essentially gone, or out. This value can be left at zero as well to skip using this feature. *Note: The Cutoff point effects how toppings are shown on the edit item's modifiers screen by showing toppings that are extremely low or out in RED with a BLACK background, and items that are "running low" in YELLOW. Items are running low when they are within 10% above the cutoff point, and items are extremely low when they are 10% below the cutoff point. Leaving the cutoff point at zero will also prevent this topping from showing up on the add and count inventory lists.
12. Next you can either click the "Save & Add New" button to continue adding more toppings, or you can click the "Save & Close" button to finish adding toppings and return to the list.
13. Continue adding any additional toppings or modifiers to your list.
14. When you are finished with toppings, click the "Done" button at the bottom of the list to exit the toppings editor

Notes:

Setting toppings amounts during the add is really not needed. You can adjust all of these by doing an add to inventory to get things started after your toppings have been added.

If you aren't really going to be using the inventory tracking feature, you don't need to worry about adding the toppings to inventory after they are created. You can always change this later on down the road if you decide to start tracking toppings.

Add Items for sale to the menu system

This section applies to ALL versions of POS Pizza 6

This is what having a POS system is all about... the Items that you will be selling with the system. An Item in POS Pizza refers to a "sale item" which is an item that is sold to the general public. This item generally will be made up of various components. For example if I am selling a grilled cheese sandwich as my Item, it is made up from 2 slices of bread, cheese, and possibly some portion of butter or margarine. In some POS systems these are referred to as recipes, but in POS Pizza they are referred to as Master Items. Some Items can be sold "as-is", a good example of this would be a 2 liter bottle of your favorite flavored beverage. Items such as this aren't made up (by you) of single components that you purchased separately and put together.

Generally you will have these 2 types of master items in your system. Ones that are as-is, and ones that you create. On the ones that you create, you will take things a step further, and allow the customer to modify or customize the item. Back to the grilled cheese sandwich... You may want to sell this with choices of American, Swiss, Provolone, or Cheddar cheese, so you would make these all available components (toppings database) on this item. You may want to even allow double (or extra) cheese. In addition to actual extra product, you may want to also offer some modifications such as un-cooked, or well done in some cases. These could also be added to the toppings database simply as ways of tracking or giving extra options on the item being sold. You can always use the "Special Instructions" field for anything you want later so you don't have to try to think of all of these now. Only the most commonly used ones should be added as fixed options.

Use the guide below to add your sale item(s) to your menu. Adding things like pricing schemes, other non-standard pricing, availability schedules, and other options will be discussed in more detail in another section. The first step is to get your item into the system, then you will be able to fine tune it and add the extras to it afterward. As a result this guide skips some of the options available to the item.

1. Log into the Management Utility Program using a supervisor account
2. Click "Inventory" on the top tool bar
3. Click "Master Items"
4. You will now see a list of your current sale items that are in the system
5. Click the "Add" button to add a new item.
6. First enter a Unique Item name (eg. 12" Pizza)
7. Next enter the item's Description as it should print on receipts and be shown to the customer. (The cashier will see the actual item name entered in step 6)
8. Choose a category from the Item Category drop-down list or leave it not assigned if this is what you want for this item
9. Click the "Pricing & Taxes" tab
10. Enter the standard charge for this item. The standard charge is the amount that the customer will pay if they take this item as-is, without adding any extras to it.
11. Go down to the "Toppings Charges" section at the bottom of the page. If this item is a stand-alone as-is item, skip this section and go to step 14.
12. Check the "Use Flat Per Topping Charge" box, and enter in the basic (whole) topping cost for toppings used on this item. Using the "Flat" model assumes that half topping prices are half of this amount, and double toppings are double this amount. If you use a different pricing method than this, then you will need to uncheck the "Flat" box, and check the "Individual" box instead. The individual pricing method is harder to maintain, but if your pricing method isn't as described above then you will need to use the individual pricing model. If you have "premium" toppings or only a few toppings that sell at a higher price than standard toppings you can select both check boxes.
13. If you want to always round topping prices up to the nearest whole price then check the box "Round to Nearest Whole # of toppings". This would cause a pizza with 1.5 toppings total to be billed the same as 2 topping total, so half mushrooms with pepperoni on the whole would be charged the same as pepperoni and mushrooms both on the whole.
14. On the lower right-hand side of this window, check any sales taxes that should be applied to this particular item.
15. Click the "Toppings / Extras" tab

16. If this item is sold "as-is" you can skip this set of steps and save the item now. Also if the item has not toppings associated with it you may want to do the following extra steps to stop the modifiers window for opening whenever this item is added to an order.
    a. Click the "Options" tab
    b. Place a check in the box "Skip Modifiers on Add Item" on the left side of the window
    c. save the item
17. Click the "Add" button to add your first component, topping or modifier to this item
18. Use the drop-down list to choose which component that you will be adding
19. Now you need to determine which type of component or topping that you are currently adding to this item.
    a. A Hidden topping would be one that doesn't show up on any lists and is not visible at all to the cashier or customers. This type of topping is simply for tracking purposes for inventory and is always included on the item sale.
    b. An Optional topping is one that isn't included on an item by default, but is available to that item. This can also be used in the case of a modifier such as "well done", "unbaked", etc.
    c. A Standard topping is exactly like a hidden topping, only it isn't hidden. Other than that it works in exactly the same way.
    d. A Removable Standard topping is one that *is* initially included but is available to be removed by the customer. An example would be cheese on a pizza. Cheese is a base component, but the customer may order it with "No Cheese". Whenever you select the Removable Standard topping you will notice that the "Exclude Name" field becomes active. This name is what prints when the topping is removed. In the example of cheese, you wouldn't normally print this, you would only print something like "Large Pizza", but if the customer removed the cheese you would want it to print something like "Large Pizza w/No Cheese", so you would type in "No Cheese" in the "Exclude Name" section (the "w/" portion is automatically added with any added toppings or modifiers).
20. Next you want to decide if this topping is one that will be charged "extra" for. Generally you will ONLY do this on Optional toppings, but there may be instances where you do it in other places as well. To charge for a topping check the "Is a Topping" box
21. Next decide if you want to make half and/or double of this topping available and check the respective boxes to do so.
22. Next enter the amount used for each situation (half, whole, double) for this topping on this item. You can omit this step if you won't be tracking inventory or costs/profits.
23. If you are using "Flat Per Topping Charge" you don't need to put anything in the pricing fields for this topping. If you are using "Individual Toppings Charges" you will want to put the price for each situation as it applies to this topping on this item. Standard toppings generally won't have a charge associated with them since this is built into the "Standard Charge" back on the "Pricing & Taxes" tab page. ***Note: If you marked both pricing methods for toppings then you can put any "extra" amounts in the "Charge half, whole, double" fields, that should be added to the flat charge here. This may only apply for premium or more expensive toppings such as**

cheese. The flat per topping charge will only be assessed to items that are marked "Is a Topping" on this page.

24. Click "Save" to add the topping to the list.
25. Repeat steps 17 through 24 for any remaining toppings on this item.
26. Next arrange the toppings in the order that best meets your needs. The order in which toppings are shown here is also the order that they will show up in the modify item list, and the order that they will print in on a receipt. Clicking any of the headers at the top of the list will sort by that field. Clicking it a second time will reverse the sort direction up or down on that field.
27. Click "Save and Exit" to save the item

Notes:

To speed up adding Items, add one for each "size" that you sell then go back and use the "Import" features to add more of the same sizes. In other words add your small pizza, and set up all of its toppings using the steps above, then add the medium, and import the toppings from the small (saves a lot of typing), and then edit each topping to adjust the amounts to that of the medium pie. Repeat this process for the large. Now go back and add other "small" pizzas eg. Small Meat Lovers, and import the entire Small Pizza. You will be very much in a good starting place, just modify the item name, pricing, and included toppings and you are done. Repeat this for other items. The "Import" is a menu on the upper left hand corner of the Item editor and can be found above the tabs and below the window title. Click this then tell it what you want to import. Import all imports everything except the item name and description, and import toppings only imports the toppings. Once you choose an import type, you will see a list of all importable items, choose the item to import the settings from and you are ready to go.

Price items for buy 1 get 1 free, buy 2 get 1 half off, etc

This section applies to the SA & CS Versions of POS Pizza 6

POS Pizza gives you the ability to use different pricing schemes for your sale items in the system. The first step is to decide what pricing scheme is to be used and add the scheme if it's not already present, and the next step would be to add it to the item or items that it should apply to.

First we will go through the steps needed to add a pricing scheme.

1. Log into the Management Utility Program with a supervisor account
2. Click "Inventory" on the tool bar
3. Click "Pricing Schemes"
4. If the scheme that you want to use is already present in the list, then exit this editor completely and proceed to the next guide about setting the price on an item (below).
5. Click the "Add" button to add a new pricing scheme

6. Next name your new pricing scheme something that will later help you easily identify it
7. Setup the terms for the scheme.
    a. If you wanted to add a buy 2 get 1 half-off you would set the numbers as follows.
    b. "For Every __ Items..." would be set to 2
    c. "..lower the cost one ___ of them" would be set to 1
    d. "..in the amount of ___ " would be set to 50
    e. choose % Percent as the type of lowering
    f. The section at the very bottom determines which item of item pairs (when there are more than just 2 items that qualify on the order) will be discounted. The default is that the customer pays for the highest priced item, and the lowest priced item is discounted by the amount set. If there were only 2 items on an order that qualify for the discount then these settings will have no effect. This setting only effects orders that have multiple (more than 2) items set for the same pricing scheme on a given order.
8. Click "Save" to add your new pricing scheme

Add any additional pricing schemes that you may want to add by repeating steps 5 through 8 above.

Now that you have your pricing scheme(s) added, you will now need to assign schemes to specific sale items in your inventory. This next guide assumes that you have already added the inventory items that will be involved with this step. If you have not already done this, go to the section " Add Items for sale to the menu system " now and add your inventory items.

Use the guide below to assign a special pricing scheme to an inventory item.

1. Log into the Management Utility Program using a supervisor account
2. Click "Inventory" on the tool bar
3. Click "Master Items"
4. Locate the item that you want to change the pricing scheme for in the list then either highlight it and then click the "Edit" button, or double click on the list item itself to enter the editor for this item
5. Click on the "Pricing & Taxes" tab
6. Check the box (upper left section) next to the "Special Pricing Scheme" drop-down list
7. Use the drop-down list to select the desired pricing scheme for this item
8. Click "Save and Exit" to save the changes to the item

Repeat the above steps 4 through 8 for any remaining items that you will be changing the pricing schemes on.

Price items so that X number of toppings are free but more than that will be charged extra for

This section applies to ALL Versions of POS Pizza 6

There are several situations where you may want to use an include X number of toppings pricing scheme. One would be if you were selling a pizza that had that built into it for example a "3-Topping Pizza", another would be if you were selling a specialty pizza like a "Meat Lovers Pizza". In the first case you simply want to allow the cashier to add up to 3 toppings with no effect on the price. Once a 4th or higher topping are added then the topping costs will be used at this point and added to the sale price. In the second case, you may want to allow customers to "remove" or "substitute" toppings with no price increase until more than what comes on the "stock" item are added to it.

Before you can begin you need to know the number of toppings that you will be allowing to be added at no additional charge. In the case of a specialty pizza, go into that item and count how many "extra toppings" are on it vs. a standard pizza, and use this count as your number. All of the specialty toppings also need to be marked as "Is a topping" and then the count set in the include toppings amount, so that these original items have no effect on the standard item price.

Use the guide below to setup this type of item.

1. Log into the Management Utility Program using a supervisor account
2. Click "Inventory"
3. Click "Master Items"
4. Locate the item that you want to change the pricing on in the list then either highlight it and then click the "Edit" button, or double click on the list item itself to enter the editor for this item
5. Click the "Pricing & Taxes"
6. At the bottom of this page, go to the section labeled "Include Free Toppings"
7. Place a check in the box "Include__ Toppings..." and enter the amount here that should be included free of charge
8. Click on the "Toppings / Extras" page
9. Go through this list carefully and make sure that the "Is Tpg" column has a YES set for anything that should be counted as a topping when considering what should be free, or substitutable. Any topping with a YES in this column will be treated as a topping using the X number of toppings pricing. Items with NO set in this column will not be counted in your X number of toppings count, and will have no effect on this pricing type.
10. If you need to change any of your toppings, double-click them to edit them and make the appropriate changes to them.
11. Click "Save and Exit" to save the changes
12. Repeat steps 4 through 11 for any additional items that will be using similar topping pricing

Price items so that they are cheaper on certain days of the week

This section applies to ALL Versions of POS Pizza 6

This will help you modify item pricing for items that are priced differently on certain days of the week.

This guide assumes that you have already added the inventory items that will be involved with this step. If you have not already done this, go to the section " Add Items for sale to the menu system " now and add your inventory items.

Use the steps below to change the pricing for certain days of the week on an inventory item.

1. Log into the Management Utility Program using a supervisor account
2. Click "Inventory"
3. Click "Master Items"
4. Locate the item that you want to change the pricing on in the list then either highlight it and then click the "Edit" button, or double click on the list item itself to enter the editor for this item
5. Click on the "Pricing & Taxes" tab
6. Place a check in the "Special Pricing on Certain Days" check box
7. Check the days of the week that the special pricing should take effect on
8. Set the price that should be charged on those days
9. Click "Save and Exit" to save these changes

Repeat steps 4 through 9 above for any other items that will be priced similarly.

Notes:

> If you are also using another pricing scheme at same time as this one, like buy-1 get-1, the price for the item on the day of the week will either be the normal price or the daily special price. The special pricing scheme will be applied on top of this "base price".

Allow Adding Open Ended (Non-Inventory) Items at the time of sale

This section applies to ALL Versions of POS Pizza 6

To allow adding anything to an order you can enable the Non-Inventory Items. To do this use the guide below.

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Global System Config"
4. Click on the "Customers & Misc" tab

5. Verify that the "Disable Non-Inventory Items" box (upper right side) is **NOT CHECKED**.
6. If you changed this setting click the "Save and Exit" button to save the change

Add coupons

This section applies to ALL Versions of POS Pizza 6

POS Pizza handles coupons as either a sale item (inventory item) with a negative price, or a non-inventory item that is entered by the cashier at the time of the sale with a negative price. If you have fixed specials that you are running, you can better track these by using inventory items and marking them as coupons and setting their price to the discount amount for the specific coupon. Another advantage to this is that if your coupon requires a specific item (or items) to be on the order before it is accepted, you can enforce this with the inventory item as well.

To add a coupon use the steps below.

1. Log into the Management Utility Program using a supervisor account
2. Click "Inventory" on the top tool bar
3. Click "Master Items"
4. You will now see a list of your current sale items that are in the system
5. Click the "Add" button to add a new item.
6. First enter a Unique Item name for your coupon (eg. $1 off)
7. Next enter the coupon's Description as it should print on receipts and be shown to the customer. (The cashier will see the actual item name entered in step 6)
8. Choose a category from the Item Category drop-down list or leave it not assigned if this is what you want for your coupon
9. Click the "Pricing & Taxes" tab
10. Enter the standard charge for this coupon as a negative number. This will be the amount that should be taken off of the order whenever the coupon is presented.
11. Go to the Sales Taxes section on the lower right hand part of this page
12. Check any taxes that apply to the items being discounted by this coupon **ONLY IF** the tax amount should also be discounted. If your state/province requires that sales taxes be paid on the FULL item amount (before the discounts) then **DO NOT** check any tax boxes for the coupon. Checking taxes on a negative priced item lowers the sales taxes paid overall on the order, where as leaving them un-checked does not.
13. Click the "Options" tab
14. Place a check in the box "Item is Coupon" (on the left hand side).
15. Place a check in the box "Skip Modifiers on Add Item" so that the modifiers screen won't open when adding this item to an order.

16. If you want to require that certain items be on an order prior to being allowed to add this coupon then add these items (and quantities) to the "Required Items" section found on the upper right hand side of this page.
17. At this point you can save your coupon by clicking the "Save and Exit" button

Notes:

> Generally you would never have a need to add toppings / modifiers to a coupon, but in some cases you could get creative using these settings. If you use toppings, make sure that the "Skip Modifiers on Add Item" box is not checked. Experiment to see what you can come up with. Training databases are great for this sort of experimentation too.

Accept competitors coupons

This section applies to ALL Versions of POS Pizza 6

To accept competitors coupons, you can do this in 1 of two ways just like adding your own coupons. The easiest way is to accept them as non-inventory items. This has the advantage that you don't need to know anything about the specific coupon in order to accept it. You can simply add it to the order as a negative priced non-inventory item at the time of sale.

If you know what coupons are currently being offered by the competition, OR you only want to accept certain coupons, you can add them as regular inventory items using the steps laid out in the "Add Coupons" section above. This gives you the added advantage of more detailed tracking of these coupons (non-inventory coupons can also be crudely tracked using the "Items & Coupons" report.

If you use the non-inventory method make sure that your non-inventory items are enabled using the "Allow Adding Open Ended (Non-Inventory) Items at the time of sale" guide in this document.

Force certain items to be on order before a coupon is added

This section applies to ALL Versions of POS Pizza 6

There may be cases where you want to force that certain items must be on an order prior to adding some other item. Coupons are the most likely candidate for a setting such as this, and the section about coupons covers enforcing this if needed. There may also be some other cases when you need this type of enforcement also.

Use the guide below to force other items to be added to an order before some other item is added to the order.

1. Log into the Management Utility Program using a supervisor account
2. Click "Inventory"
3. Click "Master Items"
4. Locate the item that should have other items added before it can be added to an order in the list then either highlight it and then click the "Edit" button, or double click on the list item itself to enter the editor for this item
5. Click on the "Options" tab
6. Add any items that should appear on an order before the current item can be added to the "Required Items" list and set their quantities
7. Click "Save and Exit" to save the changes

Force certain toppings or types to be added before the item can be added to an order

This section applies to ALL Versions of POS Pizza 6

There are cases where you may want to force at least 1 or more of a certain type of topping / modifier to be added to an item before it is put on to the order. An example would be if you were selling steaks and wanted to make the cashier pick at least one "Well Done", "Medium-Well", "Rare" etc. for the item before adding it to the order.

Use the guide below to force certain toppings / modifiers before adding an item to an order

1. Log into the Management Utility Program using a supervisor account
2. Click "Inventory"
3. Click "Master Items"
4. Locate the item that in the list then either highlight it and then click the "Edit" button, or double click on the list item itself to enter the editor for this item
5. Click on the "Toppings / Extras" tab
6. Modify any toppings that will be part of this giving them a common "Group". A Group is any single character (letter or number) that identifies a group of toppings where at least **X** of this group must be added to the item. If you have multiple groups, make sure that you use different group identifiers for each group. A single topping can only be a member of 1 group at a time.
7. Click on the "Options" tab
8. In the field "Require Toppings from the following groups" add a string of the group codes (created in the steps above) here. For example if you had a "2-Meat & 1 Veggie Pizza" you would give all of your meat toppings 1 group identifier such as "M" and all of the veggie toppings another identifier such as "V". In the field here your requirements would then be "MMV" (2 meat toppings, and 1 veggie topping). ***Note: these group codes are case sensitive so a capital letter M is treated separately from a small letter m.**

9. Click "Save and Exit" to save the changes

Create specials that are made up of multiple items at a discounted rate

This section applies only to the SA & CS Versions of POS Pizza 6

There are many instances where you will group items together as a special and what to price these items as a whole group lower than what their collective individual prices would be if manually added to an order.

To create an item group use the steps below.

1. First make sure that all of the individual items that will make up this group are added to your sale items list.
2. Next run the Main POS system and add each of the items that will make up a group to an order.
3. Make a note of the full order price and write this down.
4. Cancel the order (don't submit it) and exit the Main POS Module
5. Log into the Management Utility Program using a supervisor account
6. Click "Inventory" on the tool bar
7. Click "Item Groups" in the main section
8. Click "Add" to add your new group
9. Create a description for this group (eg. Family Dinner Special)
10. Set any day exclusions and the availability times for this group if needed
11. If the group expires, set the expiration date & time
12. Add each of the items to the group (same ones that we added in step 2 above) that will make up this particular group
    a. When adding a group item you can decide whether or not the item is locked ("Item Locked") or not. If an item is locked, it cannot be edited by the cashier to change toppings or modifiers, descriptions (in the case of non-inventory items) etc..
    b. Lock any items that you don't want the cashier changing after they are added to the order
13. Finally figure out how much you want to sell this group for and use the original price (written down in step 3 above) MINUS the new price that you wish to charge for this item. The difference will be used to create one last item for the group.
14. Add a Non-Inventory item to the order using the price difference calculated in step 13 as a negative value. You can call this item something like "Deal discount". Make sure that you LOCK this item so that no one will modify it later.
15. Click the "Save" button to save this group

16. Leave the Management Utility Open and go back to the Main POS Module and add the group. See if the price is correct and make any adjustment to the actual group as needed to get the desired result. *Note: If you added any time / day restrictions to this group you may need to get rid of them temporarily to test the item, return them to their proper values after testing has completed.

Repeat the steps above to add any additional item groups.

Create half-and-half specialty items

This section applies to the SA & CS Versions of POS Pizza 6

If you sell specialty pizzas that you want to allow the customer to purchase as half & half's to create a whole pizza you can use this section as a guideline to do just that.

First you will want to create a special category for these half & half specialty pizzas.

Next we will create all new items for this category for each of your specialty pizzas. This will be done in addition to the regular items that should already be in your inventory. Use the "Import All" feature to copy all of the settings from the original item being mirrored in this new category if item. The item name will be slightly different (since they must be unique) from the original inventory item that you are duplicating. You should add something like "H+H" or "HALF" somewhere in the name for ease of identification. The descriptions should also be easily identifiable as a half pizza so that the cooks can quickly identify these items compared to their whole counterparts.

Now that you know the general set of tasks, use the guide below to setup your half-and-half specialty items.

1. Log in to the Management Utility Program using a supervisor account
2. Click "Inventory" on the top tool bar
3. Click "Pricing Schemes"
4. Click "Add" since we need a "special" scheme that is only used by these items we will be setting up
5. Name the scheme "Half-and-Half Specialty" and keep the other default settings since they will be correct
6. Click the "Save" button to add the Scheme
7. Click "Done" to exit the pricing schemes editor
8. If you haven't created your new "half-and-half specialty" category do so now (See creating categories section for details. Hint: Global System Config -> Item Categories)
9. Click "Inventory" from the top tool bar if you aren't already there
10. Click "Master Items"

11. Click the "Add" button to add your half-and-half specialty item (DO NOT EDIT any existing normal (whole) specialty pizza!)
12. Type in a new name for this specialty pizza. This name should show that it is a half item in some way
13. Type in a description. Again this should show HALF somewhere in this description so that your cooks can easily identify the difference in this item vs. a normal whole item. This is because these half items will still print as single items when they are placed onto an order. They will be priced as 1 item however, charging for the higher priced specialty pizza that makes up the 2 halves.
14. Once you fill in the name and description, click the "Import" menu on the upper left corner of the editor
15. Select "Import All" from this menu.
16. Choose the "normal" version of the same item that you are currently adding the HALF item for
17. You should now have all of the toppings and everything that make up this item imported
18. Click the "Pricing & Taxes" tab
19. Place a check in the "Special Pricing Scheme" box, and then select the pricing scheme "Half-and-Half Specialty" that we created in step 5 above.
20. You may want to change the topping prices to half of their original value since the whole topping will actually be a half in this case. This is not really necessary on most specialty items since they have a preset list of toppings anyway.
21. Click the "Save and Exit" button to save this item.
22. Repeat steps 11 through 21 above for each specialty half-and-half pizza to be added

Set items up that are only available during certain times of the day or days of the week

This section applies to the SA & CS Versions of POS Pizza 6

You may want to restrict certain items from showing on certain days of the week or only have them show during certain times of the day (or a combination of these). An example of this would be a weekday lunch special item or something similar.

Use the guide below to modify an existing inventory item to place this type of availability restriction on it.

1. Log into the Management Utility Program using a supervisor account
2. Click "Inventory"
3. Click "Master Items"
4. Locate the item that in the list then either highlight it and then click the "Edit" button, or double click on the list item itself to enter the editor for this item

5. Set the "Availability Times" on the lower left part of the screen by setting the start and end times. The item will only show up on the add item list during these times.
6. Set the availability days by using the "Days of the week to Exclude Item from Menu" section. Check any days that you don't want the item to be available on in this list.
7. Click "Save and Exit" to save the changes to this item

Repeat these steps for any additional items that you will be restricting availability times on.

Set items up that expire after a certain date

This section applies to the SA & CS Versions of POS Pizza 6

You can set expiration dates (and time) on items that you want to automatically have disappear from the menu when this date arrives. This will only remove the item from the add item list. The item will however remain in your inventory until you reset the expiration date or manually delete the item.

1. Log into the Management Utility Program using a supervisor account
2. Click "Inventory"
3. Click "Master Items"
4. Locate the item that in the list then either highlight it and then click the "Edit" button, or double click on the list item itself to enter the editor for this item
5. Place a check in the "Use Expiration on this Item" box and set the date and time when this item is to be removed from the "Add Items" list.
6. Click "Save and Exit" to save the changes to this item

Repeat these steps for any additional items that you want to set expiration dates on.

Create items that can only be purchased by a person of a certain age

This section applies to the SA & CS Versions of POS Pizza 6

If you sell alcoholic beverages, cigarettes, or senior citizen items you may want to enforce age requirements on certain items in your inventory before they can be purchased. POS Pizza can enforce age requirements in several different ways. These are;

- Swipe License Optional (Requires a mag card reader, and that your state or province supply a magnetic stripe on the drivers license)
- Swipe License Mandatory(Requires a mag card reader, and that your state or province supply a magnetic stripe on the drivers license)

- Require Manager Approval

If you don't have a mag card reader or your state or province does not use magnetic stripes, you can still use the "Swipe Optional" option since this will notify the cashier to check the buyers age for the purchase.

Use the guide below to setup age verification in POS Pizza

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Global System Config"
4. Click the "Customers & Misc" tab
5. In the Customer Handling section (top left corner) use the "Age Verification" drop down list to select the type that you want to use.
6. Click "Save and Exit" to save the changes

Next you will need to edit any inventory items that require a minimum age to purchase using the guide below.

1. Log into the Management Utility Program using a supervisor account
2. Click "Inventory"
3. Click "Master Items"
4. Locate the item that in the list then either highlight it and then click the "Edit" button, or double click on the list item itself to enter the editor for this item
5. Click on the "Options" tab
6. Place a check in the "Min. Age for purchase" box
7. Set the minimum age (Must be from 10 to 73)
8. Save the item by clicking the "Save and Exit" button

Repeat these steps to add age verification to any other items in your list.

Post-date an order for a future date and have it automatically print on that date

This section applies to the SA & CS Versions of POS Pizza 6

There are many cases where an order may be placed ahead of time by a customer that could be several hours or even days in advance. POS Pizza will handle any orders like this automatically if set up to do so. This feature is called "Future Orders" and causes POS Pizza to hold an order until the preset date and time arrive at which time it will be automatically processed and sent to the make lines, and receipt printers just as though you placed the order at an order entry station at that moment.

To enable future order handling, follow the steps below.

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Main POS Module Setup"
4. At the bottom part of this screen in the left column of check box options place a check in the box labeled "Enable Future Orders Processing"
5. Click the "Save" button to save this setting
6. If you are running the SA Version, exit the Main POS and Restart it, you are now ready to process future orders (See section on Main POS documentation for specifics on how to do this)
7. If you are running the CS Version, continue with the steps below
8. Exit the Management Utility Program
9. Go to a machine on your network where you installed the " Delayed (Future) Orders Processor" applet (this can be found by going to the Windows "Start" menu and selecting "All Programs" then "POS Pizza 6 [CS]" and then locating the " Delayed (Future) Orders Processor" icon. You may need to install this on one of your computers if you have not already done so.
10. Launch this applet.
11. The first time you launch the program, you will be prompted for a server name and database. Keep the default settings or setup your own and then click "Save". The server will start running at this point.
12. You can find the server applets icon in the system "tray" near the clock on the Windows task bar. This icon should like the picture here 

if the server is running normally. If there is any other type of icon, then there is a problem. View the logs to find out what the problem is.
13. To view server logs double-click on the icon in the system tray and choose a tab page containing the log file information that you want to view. If there is any problem with the server starting or processing an order it will be logged here.
14. You can also right-click on the server's tray icon in order to get a context menu with more options on it. From here you can start and stop the server, load it at Windows startup, test an attached receipt printer (the server will need access in order to print receipts when orders mature), or change the initial server and database settings.
15. Once this server is setup and running, you are now ready to process future orders (See section on Main POS documentation for specifics on how to do this)

Setup Customer Loyalty Program

This section applies to ALL Versions of POS Pizza 6

POS Pizza offers a "Points" based rewards program that is very flexible and can be configured to meet most people's needs. Basically, you can setup inventory items that when purchased they give the customer X amount of points for the given item purchase. Other items (or in many cases the same ones) can be setup to be "Purchased" for X amount of points. If an item can be purchased with points, and it is added to the customer's order, and that customer has enough points in his account, the cashier will be prompted as to whether or not to apply rewards points to the order. Items purchased with the points will not need any additional payment made for those specific items. If an item is purchased using points, then that item will not give points to the customer (even if set to) for that particular purchase. Only items purchased with other forms of payment will give points to the customer (if set).

The points don't have any particular value, only what you make them out to be. They don't (but can) correlate to dollars or anything else, they are just points. Points are a whole (integer) number value and can be set to any value in the "Points Earned" or "Points Cost" fields in an item that uses points. Some items may give and can also be purchased with points, while others may only give or may only be purchased with points. The choice is entirely yours.

You will need to come up with some meaning for the value of points in your system to help you know how to set them up for given items. If you wanted to give the customer a Free Large Pizza for every $50 spent then you may make points equal to the whole dollar amount for items that qualify, and then on the large pizza allow it to be purchased for 50 points. You could also multiply all of these values x100 in order to come up with a more exact (less rounded) amount. So if an item sells for $7.95, it could give 795 points. Then the large pizza would be purchasable for 5,000 points. There are many ways to achieve the same goal, but you want to think about your rewards/loyalty program as a whole before assigning a value to the points, especially if you sell multiple items for points and not just a single item like a "Large Pizza".

Once you come up with a points scheme for your system, follow the guide below to add points to the various items that will give the customer points when purchased, and can be purchased with the earned points.

1. Log into the Management Utility Program using a supervisor account
2. Click "Inventory"
3. Click "Master Items"
4. Locate the item that in the list then either highlight it and then click the "Edit" button, or double click on the list item itself to enter the editor for this item
5. Click the "Pricing & Taxes" tab
6. The points values can be set on the top right side of the screen
7. Setting a value to 0 (zero) disables it
8. The "Points Cost" (if not zero) will be the number of points needed to purchase this item

9. The "Points Earned" (if not zero) will be the number of points given to a customer when they purchase this item (with a payment type other than points)
10. Set these values as they pertain to the item being edited
11. Click "Save and Exit" to save the changes to the item
12. Repeat steps 4 through 11 for other items that qualify to give or be purchased with points
13. Click the "Done" button when finished editing items to close the items list
14. If you want to exclude certain customers from using points (you may do this for large accounts like hotels or businesses with many employees ordering on the same account) continue with the steps below, otherwise you are all done setting up your points.
15. Click "Customers" on the tool bar
16. Click "Customers" in the main window to open the find customer list
17. Search for the customer that you want to exclude from using points
18. double-click the customer name to edit this customer
19. Click the "Account Info" tab
20. On the lower right corner of this page, check the "Do Not Use Points" box
21. Click "Save and Exit" to save this customer
22. If you have any additional customers that you need to exclude from points, repeat steps 17 through 21 for each of them

Sell Gift Cards

This section applies to ALL Versions of POS Pizza 6

With POS Pizza you get a couple of different gift card processing options. These are internal or external, internal referring to the built-in gift card module found in the SA and CS versions of the software, and external referring to using an external payment processor (credit card processor) to handle gift card transactions.

The advantage to internal gift card processing is that you have no associated fees outside of producing the actual cards themselves. There are no processing fees, since all of the card processing is internally handled by the POS Pizza software. All you need is the actual gift cards themselves and either the SA or CS version of POS Pizza.

The advantage to external gift card processing is that if you have multiple stores and want to accept the gift cards purchased at one store at another store, you can do this using this method. You will need to deal with a processing company in order to configure the gift cards and set the terms. This will vary from processor to processor. Check the POS Pizza web site to see which processors are currently supported and their individual capabilities. You will need to contact the actual processor to get rates and other information about their service.

Setting Up Internal Gift Card Processing (SA & CS Versions Only)

To setup internal gift card processing you will first need to purchase gift cards with unique sequential serial numbers on them, or unique magnetic stripes on them (track 1, 2 or 1&2 track data), or both.

In order to use the magnetic stripe type of cards, you will need to have a mag card reader setup at each station where gift cards can be accepted.

Use the steps below to configure internal gift cards.

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Global System Config"
4. Click the "Customers & Misc" tab
5. In the "Customer Handling" section (upper left corner) find the "Gift Cards" drop-down list and select "Internal Gift Card Processing"
6. Click "Save and Exit" to save this setting
7. Click "Gift Card Setup"
8. Enable Mag Stripes, and/or Serial numbered cards depending on the type that you purchased
9. Setup the denominations which you want to sell gift cards in
10. If you are using cards with BOTH a magnetic stripe, and serial numbers on them follow these steps to help you bulk add your cards. If you are only using 1 of these types continue to step 11.
    a. Figure out the lowest serial number used on your cards
    b. click the "Manage Cards" button
    c. click the "Add" button
    d. click the "purchasable" button
    e. add a unique card ID that is 1 lower than your lowest card. If you lowest card had the number 1001, then use 1000 for this step.
    f. click the "assign card" button, and swipe any card that is currently in your wallet. It does not matter what this card is, as it is only a temporary place holder, we will delete it later.
    g. You will see a window that says "Track Data Set", click the OK button to close it
    h. click "Save" to save this dummy card to your database.
    i. click the "Done" button to return to the main gift card editor
11. Click the "OK" button to save these changes
12. Click "Maintenance" on the tool bar
13. Click "Bulk Gift Card Tool"
14. Click the "Add Purchasable Cards" option
15. If your cards have both magnetic stripes and serial numbers on them, MAKE SURE that they are ordered from the lowest serial number to the highest in sequential order and scan them in this order when told to.
16. If your cards are serial number only, skip to step 37 below
17. Click the "Begin Scanning" button and the bottom part of the tool should now read "Ready to Scan".

18. Scan in each card carefully making sure that the tool captured the card data properly
19. When you are finished click the "Verify Cards" option
20. Click the "Begin Scanning" button and the bottom part of the tool should now read "Ready to Scan".
21. Verify your cards to make sure that they all scanned correctly.
22. If your cards contain both magnetic stripes and serial numbers scan one more card in from your wallet at the end. We will use this to verify that the other numbers are correct later.
23. Click the "Close" button to exit the bulk add tool
24. If you are using magnetic stripe only type gift cards you are finished now.
25. If you are using magnetic stripes and serial numbers continue with the next few steps
26. Click "Configure"
27. Click "Gift Card Setup"
28. Click the "Manage Cards Button"
29. Click the "Card ID" column header twice to sort from highest to lowest in this column
30. The last number should be 1 higher than your highest serial number, which would be the last card that you scanned from your wallet.
31. Delete this card
32. click the "Card ID" column one more time to resort it from low to high
33. Delete the first card # that you entered in as a dummy in step 10e above.
34. Click "Done" to close this list
35. Click "Ok" to exit the gift card setup.
36. You are now finished and don't need to follow any further in this guide.
37. Click the "Add Cards" button
38. Type in your starting serial number and your ending serial number in the fields provided.
39. Click the "Add" button, and the cards will be created in your database
40. When the process completes you are ready to use your new gift cards.

Give away gift cards (complimentary) with a certain amount preset on them

This Section applies to only the SA & CS Versions of POS Pizza 6 where "Internal Gift Card Processing" is used!

In addition to sellable gift cards, POS Pizza gives you another type of gift card which is designed to be a complimentary or promotional type. This type of card works almost identically to the regular type with the only differences being that this type is not purchased by the customer, and this type will expire after a certain date. To setup this type of card you can use the same tools as you do for regular gift cards. These would be the bulk add tool, or you can manually add them through the "Manage Cards" section of the gift card editor.

When adding this type of gift card you can set the card's value to any amount, and the expiration date to any date after the current date. Once you add these to your database, they cannot be removed until they expire.

To manually add this type of gift card use the guide below. This guide assumes that you have already setup Internal Gift card processing. If you have not done so, go to the "Sell Gift Cards" section now, and then return to this section.

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Gift Card Setup"
4. Click the "Manage Cards" button
5. Click the "Add" button
6. Click the "Expiring" type button
7. Enter in the balance on this new card
8. Set the expiration date
9. Scan the card (if it is magnetic)
10. Set the card's ID (if using serial #s)
11. Click the "Save" button to save this card to the list
12. Repeat steps 5 through 11 above for each additional gift card to be added.

You can also add this type of card using the bulk card tool. Follow the steps in the "Sell Gift Cards" section for using this tool, with the only difference being that you will select the "Add Manager (Complimentary) Gift Cards" option at step 14 of that guide, instead of the "Add Purchasable Cards" option when told to select an option. You will also need to set the amount to be placed on each scanned (or loaded) card, as well as the expiration date to be used on the added cards.

Process Credit and Debit Cards through POS Pizza

This section applies to ALL Versions of POS Pizza 6

POS Pizza can integrate with external payment processors for the processing of Credit/Debit and Gift Cards. There are (will be) various credit processing modules available that can be installed as an add-on to POS Pizza. These modules will vary individually as to exactly what features they provide and how these features work, and which payment processors that they use. If you use an external payment processor for gift cards, the previous sections about "Internal Gift Cards" do not apply at all to the externally processed gift card type. It is up to the individual processors how the details of each of these work, so contact your chosen processors sales or support staff to get details about what they specifically provide.

To setup external processing use the steps below.

1. Install the software provided by the processor as per their specifications
2. Configure processor's software as needed.
3. Download and install the integration module for this processor from Summit Computer Networks. This should not be confused with the actual processors software package
4. Log into the Management Utility program using a supervisor account
5. Click "Configure"
6. If you will be processing gift cards using your processor follow these extra steps.
    a. Click "Global System Config"
    b. Click the "Customers & Misc" tab
    c. Using the Gift Cards Drop-Down on the upper left corner of this page select "External Gift Card Processing"
    d. Click the "Save and Exit" button
7. Click "Credit / Gift Card Processing"
8. Use the documentation for the individual credit module to continue setting this module up
9. If you get a message that a module is not found, make sure that you have properly installed a module that is compatible with the current revision of POS Pizza that you are using (eg. LT,SA,CS)

Share a printer between 2 or more stations for receipts

This section applies to the CS version of POS Pizza 6, and is only a general setup overview since this differs on different versions of Windows, and is completely different for network printers. This section primarily covers setting up a non-network ready printer to be shared on the network using Microsoft peer networking with Windows. ***Note: Summit Support does not support Microsoft Networking issues, or printer setup and configuration**. This guide should get you pointed in the right direction though if sharing printers. You may also want to consider hiring a network professional to handle this for you.

Use the guide below to setup the printer Note: under Windows 7 "Printers & Faxes" would read as "Devices and Printers". The general idea is the same however.

This first set of steps must be done from the station that hosts the printer. This will be the computer that the printer is physically attached to.

1. Connect the printer using the supplied cables to the computer
2. Install the manufacturers printer driver. If you do not have this, then you can optionally use the "Generic / Text Only" printer driver that ships with all versions of Windows. If you use the Generic driver you will NOT be able to take advantage of the graphical receipt printing used in the SA and CS versions of the software.

3. Print a test page and verify that it is readable. The words will wrap since most POS Printers are only 40 or so characters wide compared to a standard page which is at least 80. You should be able to read the text however.
4. Next open "Printers and Faxes" in the Windows control panel and locate the driver that refers to the printer we want to share.
5. Right-click on the printer in this list and "Share" the printer. When asked for a name, give it something short and meaningful and preferably without spaces. Don't worry about filling in the comment or description unless you want to.
6. Apply the changes. The printer icon should now show a little "hand" beneath it indicating that it is a "Shared" printer on this system.

Next you will need to visit each of the workstations that will be using this printer and follow the steps below once on each station.

1. Go to "Printers & Faxes" in the Windows control panel
2. Use the "Add a Printer" wizard
3. When prompted for "Local" or "Network" select Network Printer
4. Browse for your printer. You should see the computer's name in the list of printers where we first added the printer. If you expand this computer, you should see the printer name that you added in step 5 above. Select this printer.
5. After the printer is added, you should see an icon for the printer and it will show a bar underneath it indicating that it is a shared printer located on a remote host.
6. Right-click this printer and select "properties" and then use the "Print Test Page" button (usually found on the first page of the properties window).
7. Once this printer prints properly you are now ready to use the "Setup a Receipt Printer" guide and add this printer to the local config on each machine that will print to it.

Print promo messages on my receipts

This section applies to ALL versions of POS Pizza 6

POS Pizza has the ability to print little promo messages at the bottom of your receipts. You can setup multiple messages that rotate, and even ones that only show on certain days of the week. To add, change or remove these messages you will use the Promo Message Editor located in the management utility program.

Use the steps below to add, modify or delete promo messages on the customer receipts.

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Promo Messages"

4. Use the "Add", "Edit" or "Delete" buttons depending on what you are doing.
5. Once you add or edit a specific promo message you will have the ability while in the message editor to set a starting date and time and optionally an ending date and time as well as which days of the week the message should run on.
6. Save your changes and continue adding, editing or deleting messages
7. Click the "Done" button to close the list of promo messages when you are done making changes

POS Pizza will print one message at a time on a customer receipt printing the message that has gone the longest without being printed AND is allowed to print on the given day/date based on its settings.

You can use these creatively to announce various promotions, or even as a form of a coupon eg. "Save 10 of these receipts and redeem them for a free 1-toppng Large Pizza".

Print a Logo on my receipt

This section applies to ALL Versions of POS Pizza 6

Using the SA & CS versions of the software you can print graphical receipts using a POS (roll-type) printer. All versions (LT, SA, and CS) can print a graphical 8.5 x 11, or 5.5 X 8.5 page-style receipt. Only these graphical print types will allow using a logo.

To setup a logo, use the following steps, once from each station that will be printing a logo.

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Local Machine Config"
4. Click the "Printer Settings" tab
5. Place a check in the "Print Logo File (Graphical Only)" check box
6. Fill in the logo file name.
    a. This logo file must be copied to each station's folder where POS Pizza is installed.
    b. This logo file must be a standard Windows Bitmap File format
7. Select a "Graphical" printer type in one of the left-hand side drop-downs for any printers that you want to print a logo on. The graphical page printers are at the bottom and are labeled as such, and the graphical POS printers have a + sign appended to their profile names. ***Note: If the graphical type is not a page type, you must verify that this type indeed imbeds a logo into the receipt. The default "Grpcl Rcpt Logo +" option does print a logo unless you removed it by editing this profile. Graphical POS style printers are only available on the SA and CS Versions of POS Pizza.**
8. Select the printer driver from the drop-down list immediately to the right of the printer type drop-down.
9. Click "Save and Exit" to save these settings

10. Since this is a "Local" config, you need to go to each computer (if you have more than 1) that prints receipts and repeat the steps above on them too.

Customize Receipt Layout

This Section applies to only the SA & CS Versions of POS Pizza 6

POS Pizza allows you to completely take control over your receipt layout using the new "Extended" printer definitions. These definitions are graphical using pixel based printing so this gives you complete control over font faces, font sizes, font angles, and much more. The only requirement is that you use the **%li** symbol at least once in your layout since this is the legal licensed store name and phone number.

The extended receipt type uses a scripting language that uses symbolic characters sequences to help you format, and create the content that will print on your customer receipts. In addition to this symbolic language, you can use literal text to be printed on the receipts. See the included scripts that were added during database creation for an example.

To create your own receipt layout, you can either start with an existing layout by modifying it, or you can use copy-n-paste to take another layout's script and use it as a starting point for a brand new printer definition. As you design your receipt, you can use the "Test Script" button to test the current script content, and font settings to see what an actual receipt created with this script will look like. This content will show in a viewer so it won't actually print anything yet. While in the viewer you can select different options and refresh the receipt to see how the various parts will print.

Always add comment sections to your script using a semi-colon followed by your comments. This will help you later when going back and editing a script to know what you were trying to do, or what you were thinking when you first created the script. Comments can reside on a line by themselves, or can exist after commands. Comments are ignored when the receipt is printed and will only be visible in the script editor.

To create a new printer definition, follow the guide below.

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Global Printer Definitions"
4. Click the "Add" button (bottom of the list) to add a new definition.
5. Give this definition a unique name
6. Only the cash drawer open sequence needs to be filled in on the left part of this screen. Copy the drawer open commands from a profile that is for your specific type of printer if you will be using a cash drawer attached to the printer(s) using this new definition
7. Place a check in the "This Printer is an Extended Graphical Printer" check box.

8. Next you will select the fonts that you want to use and any angled fonts. For printing; 0 degrees is at the 3 O-Clock position (normal in-line printing) on a page and advances counter-clockwise from there.
9. Enter your script text either from scratch or by copying an existing extended definitions script as a starting point.
10. Refer to the text document " Receipt Printing Scripting Codes" for details about each of the script codes and what they do (This can be found on the Windows Start Menu or in the folder where POS Pizza was installed to).
11. Build your receipt by editing the script, the fonts and then using the "Test Script" button until you get the desired results.
12. Click the "OK" button to save your changes to the database.
13. Click the "Done" button to close the printer definitions
14. Click "Local Machine Config" and assign this printer on the stations where you want to use your new receipt layout. ***Note: Font Files, and Logos must exist on all computers using the selected data on your receipts. You should always use standard windows fonts to avoid problems or install the fonts on each computer that will be using them on the receipts**.

Once you create your receipt, you may want to go into the Main POS Module and use the "Print Receipt" (reprint) button to test your new receipt.

Print Multiple Copies to one receipt printer or Print receipts to multiple printers

This Section applies to ALL Versions of POS Pizza 6

All of the printers that are available to any given station must first be configured in the Windows Control Panel (and tested), and then added to the "Local Config" for that particular station. POS Pizza allows printing of receipts (slips) on up to 4 different printers. These printers can be set to actual different printers or may (in some cases) be set to the same printer (multiple times) to get more than 1 receipt from that particular printer.

To setup extra copies or extra printers use the guide below. This guide assumes that you have already followed the "Setup a Receipt Printer" guide to configure your initial printing settings. This guide also assumes that these printers are properly added to the local machine's Windows Control Panel, and that you can print a test page from each of them without any problems.

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Local Machine Config"
4. Click the "Printer Settings" tab.
5. Use the printer #2 through #4 slots to configure your extra printers.

6. In each slot you can setup a different printer or the same printer that is already setup in another slot to get more than 1 copy to that printer. If 1 printer was configured in 3 slots, you would get 3 copies of the receipt at that printer during the lifetime of an order (depending on global printer settings).
7. Setup each printer for this station (or extra copy)
8. Click the "Save and Exit" button to save the changes.

You will need to do this at each workstation that will be printing receipts to multiple printers or printing multiple copies. Generally the #1 printer is the local printer at that workstation or the front counter (customer receipt printer) and the #2 and higher are either extra copies, or kitchen printers.

Print Delivery Directions

This section applies to ALL versions of POS Pizza 6

To print delivery directions on the receipts use the following simple steps.

1. Log into the Management Utility program using a supervisor account
2. Click "Configure"
3. Click "Local Machine Config"
4. On the bottom half of the "General Settings" tab (page 1) Place a check in one of the 2 options below
5. "Same As Receipt Printer" prints the delivery directions directly on the current customer receipt.
6. "Print to Alternate Printer" prints to an alternative FULL PAGE printer. DO NOT USE THIS SETTING TO GO TO A ROLL-TYPE PRINTER!
7. "Do Not Print" disables delivery directions printing when the receipt prints. *For versions with a driver's console, you can still print delivery directions for orders being delivered if delivery summary printing is enabled on the driver console module*.
8. Click "Save and Exit" to save these settings (for this machine only).

You will also want to change these settings for any additional stations that submit delivery type orders. Local settings always need to be repeated at each machine since their printers and hardware will differ slightly.

Backup my data to protect against a system crash or failure

This section applies to ALL versions of POS Pizza 6

One thing that cannot be said enough is ALWAYS BACKUP YOUR DATA! We have received more than our fair share of support calls from people who have lost their entire database for one reason or another. For some it is a virus, for others a malicious employee, and the most common cause of data loss is simple human error.

You should always backup your system to some sort of off-site backup by either using remote backup or by simply backing up to a jump drive and then taking it home with you. This way if something happens like your computes get stolen or some other major catastrophe were to occur, you still have all of your critical data. Off-site backups should be done weekly at best, and on-site backups should be done daily. An on-site backup is simply one that is done on the local machine, these are handy from protecting against the human error element that comes into play when making major changes to your system. Use the steps below that are for your specific version of POS Pizza because stand alone versions use a similar method (but in a different location) than the client/server version does.

Before you begin, know that the term "Backup" means to copy data from your system TO a backup drive. The term "Restore" means to copy backup data FROM a backup drive that was made earlier back TO your system. These terms often get confused.

If you are using POS Pizza [SA] or POS Pizza [LT] use the steps below to do a backup.

1. Close any running copies of anything "POS Pizza" related. This includes CALLER ID server modules etc. so check your Windows system tray
2. Run the Management Utility Program directly (Do Not Launch from the Main POS Module)! Run the program from the Windows "Start" menu or from a Desktop Icon directly
3. Log in using a supervisor account
4. Click "Maintenance"
5. Click "Backup / Restore" database
6. Click the "Create Backup" button.
7. Choose a backup file name and drive/folder and then click the "Save" button to begin the backup process.
8. Once the backup completes, you will see a message stating this. Click the "OK" button to close this message box.
9. Click the "Close" button on the Backup / Restore menu to exit the backup utility

If you are running the [CS] (Client/Server) version of POS Pizza use the following steps to backup your data.

1. Go to the machine that has the server installed on it and launch the " POS Pizza Database Server Admin Tool" to administer the server.
2. Click the "Start / Stop Server" button, and the server should show that it is "Stopped"
3. Click the "Backup / Restore Data" button
4. Click the "Create Backup" button
5. Choose a filename, drive and folder where the backup file should be placed and then click the "Save" button

6. Once the backup completes a message will be displayed stating this. Click the "OK" button to close this message
7. Click the "Close" button on the Backup / Restore menu to exit the backup utility
8. Click the "Start / Stop Server" button, to restart the server. The status should show "Running" once the server restarts.
9. Click the "Exit Admin Tool" to exit the server utility.

Your backup is now complete! To restore data from a backup file, repeat the steps above for each version with the only difference being is that you will choose the "Restore Data" button in place of the "Create Backup" button when you reach that step. You would then choose the backup file that you want to restore and proceed.

If you restore a backup using the [LT] or [SA] versions of the software, you will be logged out of the management utility immediately upon completion for security purposes.

You can backup on any version of POS Pizza 6 and restore it to any other version of POS Pizza 6. All versions of POS Pizza 6's database files are 100% interchangeable with each other. If restoring a backup to the LT version from the CS or SA versions, you may not be able to access all of the data if it goes beyond the scope of what the LT version accepts. For example internal gift cards, menu groups, special pricing schemes, or categories that exceed the 5th position will not be accessible in the LT version if restoring data created on one of the other versions of POS Pizza.

Make it so I can open a web browser while POS Pizza is running

This section applies to ALL versions of POS Pizza 6

If you want to use another program such as a web browser it is hard to do while POS Pizza is running because POS Pizza generally stays ON TOP of everything else on the desktop. There are 2 different ways that you can deal with this situation. The first would be to setup one of the 2 custom buttons to launch the application in question (such as a web browser). To do this, see the section " Change the custom buttons in the Main POS Module " found in this document. The other way to allow other programs to run is to disable the TOP MOST property for the Module (Main POS, Driver Console, or Dine-In) that you want to keep open at the same time as you run something else. To do this follow the steps below.

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Select one of the following to configure the individual module settings (if they apply, only the Main POS Setup is available to the LT and SA versions); "Main POS Setup", "Driver Console Setup", or " Dine-In Module Setup"
4. Check the "Disable Topmost Property" box and save the settings

5. Exit any running copies of the module that you just changed and restart them for the new changes to take effect

Change the custom buttons in the Main POS Module

This section applies to ALL versions of POS Pizza 6

While in the Main POS Module if you use the Right-Arrow button (located at the bottom part of the "Tools" section (left side of screen)) and click it until it reaches the last page, the last two buttons at the bottom of this section are customizable. The default assignments for these buttons are "Maps" and "Driver Console". These are only there as examples to show that A) you can directly launch a web site assigned to one of these buttons, or B) that you can launch another application on your system. These buttons can be used for either of these purposes and are assignable on a machine-by-machine basis. What this means is that if you use the CS version, you can have these button assignments do different things on different machines.

To configure what is launched with these buttons use the steps below.

1. Open "My Computer" (Computer on Windows Vista and 7)
2. Open "Local Disk" C: and then find the "POSPizza6" folder.
3. Next open the folder beneath this folder. The name will depend on which version that you have installed. CS for the Client/Server version, SA for the Full Stand-Alone version, or LT for the Free Version.
4. Find the file called "POSPizza.INI". The extensions may not be showing, but the icon should look like a piece of paper with a gear on it and may be called just "POSPizza".
5. Double click this file to open it in notepad
6. Scroll down in this file and locate the section header [UserDefButton1] or [UserDefButton2] depending on which button you want to edit.
7. Modify the Label=xxxxx line to set what the label above the button reads in the Main POS Module. Keep this relatively short or it will not look right
8. Modify the Command=xxxxx line to point to the URL or full path and file name of a program's executable file. (eg. Command=C:\POSPizza6\CS\DrvrCons.exe or Command=http://www.summitcn.com)
9. Modify the icon=xxxxx line to point to an icon file that is located in the same folder as the POSPizza.exe file. You will need to copy any icon files here manually before setting them in the INI file.
10. Save the changes and exit notepad

Change the first day of the week for the reporting date ranges

This section applies to ALL versions of POS Pizza 6

By default the preset report periods that deal with weeks (eg. This Week, Last Week) start with Sunday as the First day of the week. You may want to change this to some other day depending on your specific needs. This is a "Local" setting stored in the POS Pizza.INI file, so you will need to change this on any machines that you will be doing reports from and want this reflected.

To change the first day of the week for the week-period report ranges use the steps below on each machine.

11. Open "My Computer" (Computer on Windows Vista and 7)
12. Open "Local Disk" C: and then find the "POSPizza6" folder.
13. Next open the folder beneath this folder. The name will depend on which version that you have installed. CS for the Client/Server version, SA for the Full Stand-Alone version, or LT for the Free Version.
14. Find the file called "POSPizza.INI". The extensions may not be showing, but the icon should look like a piece of paper with a gear on it and may be called just "POSPizza".
15. Double click this file to open it in notepad
16. Scroll down in this file and locate the section header [Reports]
17. In this section you will see a line that looks like `LastSelect=7` or something similar
18. Below it add (or modify if it's already there) a line that reads `FirstDayOfWeek=Mon` changing the part after the equal sign to either the first three letters (or the entire spelling) of the day of the week that you want to be the first day of the week for your reporting period. Adding the entry above would cause the first day of the week to be Monday.
19. Save the changes and exit notepad
20. Repeat these steps on each machine that you will be generating reports on. This needs to be done because the POSPizza.INI file is a unique local file to each station.

Change the top graphic in Main POS or Driver Console

This section only applies to the SA & CS versions of POS Pizza

In previous versions of POS Pizza you could change the entire top graphic by adding a POSPizza.bmp file for the Main POS Module or a DrvrCons.bmp for the Driver Console. By default this will still work in exactly the same way, but with POS Pizza 6 you now have far greater control over this. The top graphic settings are stored in the file POSPizza.INI for the Main POS Module and DrvrCons.INI for the Driver Console. Both of these INI files will have a section that looks similar to the one below.

```
[TopGraphic]

FileName=DrvrCons.bmp

TextColor=#00A0FF

HideText=Yes
```

The first line FileName= tells the module which bitmap file to use. This file will be used if it is found in the same folder as the Modules EXE file.

The Next line TextColor= is what color the text (Business Name) should be overlaid in. POS Pizza will generate the licensed name and super-impose it on top of the graphic file that you specify. This allows you to use a background only image and have the system place your business name directly on the image. The color value is an HTML color code used to represent the exact color of the text.

The HideText=Yes will disable the system from adding the business name to the background image. This would be used if you had an image with your name on it already. Setting this value to "No" will tell the system to add the business name to the top graphic image after it is loaded. The actual image file does not change and is not modified in any way, any text that is super-imposed on the image takes place only on the screen.

Change the denominations of the currency values in the drawer counter tool

This section applies to ALL versions of POS Pizza 6

The drawer counting tool by default is setup for the most common types of US Currency, but can be changed to handle any type of currency in any denomination. The drawer counter tool can handle 10 different currency denominations and these are fully configurable by editing the POSPizza.INI file on the stations running the Main POS or Dine-In Modules. The drawer count tool has its own section in the INI file called [DrawerCount] and each currency setting can found within this section. The currency name and value fields 1 through 10 control each currency field used by the tool.

Edit the file POSPizza.INI and change these settings to meet your needs. The next time that the tool is launched you should see these settings take effect.

Change the number of decimal places in the currency

This section applies to ALL versions of POS Pizza 6

To change the number of decimal places that are used in the currency amounts in POS Pizza use the steps below.

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Global System Config"
4. On the lower right-hand corner of the system configuration editor on the first page, you will see 2 different settings pertaining to currency. One is to "Use Decimal Places", and if so "How Many". Adjust these to meet the currency that you will be accepting using this software
5. Click "Save and Exit"
6. Exit the Management Utility, even if you have more to do. These settings won't take effect until the Management Utility is exited completely and then restarted!

Setup the Profit Meter

This section applies only to the CS version of POS Pizza 6

POS Pizza client/server provides a real-time profit monitoring meter. This meter will poll the database server and look at current sales, employee hours, delivery fees paid, and some local settings (via an INI) to compute a close current profit or loss amount as well as your labor costs and ratio. In order for this meter to function correctly, you must first meet the following requirements.

1. Toppings / Modifiers "Cost per Unit" values are all set correctly for all toppings or modifiers
2. Master Items have correct amounts of each topping or modifier used in each situation available for that item (eg. Half, Whole, Double).
3. Employees all are using the time clock and have a proper "Cost per Hour" value set in their accounts.
4. Driver console is being used if you are paying delivery fees to employees

Once the above requirements are met, your meter should reflect accurate data. Next install the profit meter on one of your stations.

The first time that you run the meter you will be prompted for the server and database information that the meter should use. ***Note: You can always go to the install folder (usually C:\POSPizza6\CS) and delete the file "ProfMon.INI" to re-enter these values.*** After correctly entering these values, the meter should connect to the server and begin to work.

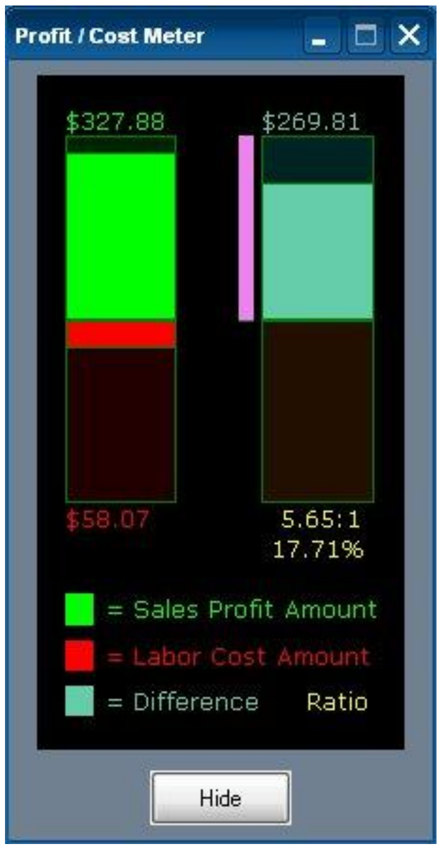
To add "Extra" labor costs to the meter in a fixed amount, you can edit the ProfMon.INI file and change the ExtraLabor=0 value to a new value. Any value set here will be added to the labor costs, you can use this for your salary employees by entering a value here that reflects how much they are costing you for the day.

You can change the rate at which the meter refreshes by changing the RefreshMins=X value in the ProfMon.INI file. The shortest amount of time here can be 5 minutes. Refreshing any more often than this would cause a serious hit on your database server. Also for this reason running multiple copies of the meter could seriously impact the overall performance of your system.

Read the Information on the Profit Meter

This section applies only to the CS version of POS Pizza 6

Once your profit meter has been setup and it is opened, it will look something like the image below.



The meter is made up of 2 primary bars and a small trend bar.

The bar on the left side goes in 2 directions at once. The part the moves from the center upward is the profit amount (or loss) for your inventory sold. The part that moves from the center downward is the labor cost amount.

The bar on the right side moves from the center upward if you are showing an overall profit, or downward if you are showing an overall loss. This meter is derived from **Inventory Profits Minus Labor** Costs whose values are shown on the left bar.

The thin magenta or purple colored bar in between the two main bars (but closer to the bar on the right) is the "Trend" bar. This bar is based on the comparison between the current Difference (overall profit or loss shown on the right-hand bar) and the Difference value from the previous database poll. This shows the overall trend of your profits or losses. If this bar is not present, the trend is either stable or you just started the meter, so there is no previous poll to compare the current data to. The more this meter moves up or down shows the a greater change between the current data and the last data read from the server. When the trend meter is very small or shorter the rate of change is not as great.

Print only certain items to kitchen printer

This section applies to ALL versions of POS Pizza 6

Once you setup a kitchen printer, make-line screen, or box label printer, you will want to configure which Inventory Items go to that specific printer. If you are only using a kitchen receipt printer that is printing everything on the order you can skip this section.

Use the steps below to configure specific food items to specific printers/screens/etc. (Line #'s).

1. Log into the Management Utility Program using a supervisor account
2. Click "Inventory"
3. Click "Master Items"
4. Select an item that you want to send only to a specific Make-Line or Lines
5. Edit the selected item
6. Use the 1st Makeline and the 2nd Makeline drop-down boxes to select up to 2 lines to send this item to. *Note: Line 2 is only available to the Make-Line Screens, or Label printers. Receipt type printers only look at the Line 1 setting.
7. Click "Save and Exit" to save your changes
8. Repeat this with any additional items by going back to step 4 above.

Export Payroll Data

This section applies to ALL versions of POS Pizza 6

Use the steps below to export employee payroll data to a CSV formatted file.

1. Log into the Management Utility Program using a supervisor account
2. Click "Maintenance"
3. Click "Data Export Tool"

4. Place a check in the "Export Payroll Data" box
5. Click the "Export" button
6. Select an output file name (needs to end in .CSV) and drive and folder
7. Select a date range
8. Click the "Go" button to do the export.

You can verify the exported data using the included CSV editor or an external program such as Excel.

Export Data

This section applies to ALL versions of POS Pizza 6

Use the steps below to export employee payroll data to a CSV formatted file.

1. Log into the Management Utility Program using a supervisor account
2. Click "Maintenance"
3. Click "Data Export Tool"
4. Choose the data type(s) that you want to export by placing a check next to each item.
5. Click "Export" to begin exporting
6. You will need to choose a file name (must include .CSV as the extension) and any date time ranges that you want to use for the specific data that you are exporting. You will need to do this for each data type being exported (for each box checked in step 4).

You can verify the exported data using the included CSV editor or an external program such as Excel.

Add to or Count Inventory Items

This section applies to ALL versions of POS Pizza 6

Whenever bringing in inventory or if you do a physical count of your inventory you will need a way to record these entries to the POS Pizza database. There is a tools in the Management Utility Program to handle each of these tasks.

Before you can do this you must have properly setup your "Toppings / Modifiers" as "inventory" type items. This is determined by the "Cutoff" value in the toppings editor having a non-zero value on any given topping/modifier. Toppings /Modifiers with a zero value in this field will be ignored by the add inventory and count inventory tools.

To add to, or count inventory use the guide below.

1. Log into the Management Utility Program using a supervisor account
2. Click "Inventory"
3. Once here if you are adding click "Add to Inventory" or if you are counting or making an adjustment click "Adjust / Count Inventory"
4. You will now see a list of any eligible inventory items. If the item that you are looking for is not present, then go back to the Toppings editor and make sure that the Cutoff value is non-zero for that topping.
5. Place a check mark next to each item/topping that you want to add to (or modify).
6. Click the "Proceed" button
7. A window will open and you will need to enter the amount (counted or added) for each topping/item. Enter the amount and then click "Next" to proceed to the next topping/item.
8. When you get to the last topping/item, the "Next" button will completely close the tool

You can make use of the inventory reports to see the actual counts or items added to, or items running low.

Configure the Quick Order (Quick-Add) Module

This section applies to the SA & CS versions of POS Pizza 6

The Quick Add Module allows ringing up Walk-In orders with a more cash register-like front end. This Module is available in the SA & CS versions of POS Pizza 6. When using this module you will not have to assign a customer, an order type, and in some cases a payment type.

The CS Version allows having a different Quick Add Setup for different stations or using a DEFAULT setup that is used on multiple stations. Any station that is not specifically defined will use the DEFAULT setup to read its settings for the Quick Add module.

The SA Version only has a single configuration since it is a single user version. This configuration would be the DEFAULT configuration if the SA version's database were moved to a CS version.

To configure the main settings on the Quick Order Module use the steps below.

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Quick-Add Module Setup"
4. If you are using the CS version choose a setup from the list or add a new one
5. Use the settings on the right-hand side of this window to set how this module should behave when it is run (eg. default order type, payments, etc.) or disable it. Note: if not buttons are configured, the module is also effectively disabled.
6. You can also fully customize the module's color scheme by selecting the background color, LED color, and individual button colors.

7. Click "Finish / Save Changes" to save your settings

To configure the keys on the Quick-Add Module, use the steps below.

1. Log into the Management Utility Program using a supervisor account
2. Click "Configure"
3. Click "Quick-Add Module Setup"
4. If you are using the CS version choose a setup from the list or add a new one
5. Click any of the keys (0 through 33) to configure that specific key.
6. First select the "Button Action". This determines what the button will do, it can be linked to a non-inventory item, and inventory item, or an item group, or it can be disabled
7. For Non-Inventory Type Items:
    a. Add the text that should be displayed on the button face
    b. Add the description for the non-inventory item that will be added to the order
    c. Enter an amount for this item, and select which tax(es) apply if any
    d. choose a button icon and set the button text and background color as needed.
8. For Inventory Type Items:
    a. Add the text that should be displayed on the button face
    b. use the "Select Item" button to choose an inventory item to be associated with this button
    c. set the quantity desired
    d. check the "Show Modifiers Window" if you want the toppings/modifiers window to open immediately after the button is pressed to customize the item
    e. choose a button icon and set the button text and background color as needed
9. For Item Groups:
    a. Add the text that should be displayed on the button face
    b. use the "Select Group" button" to choose a menu group to be assigned to this button
    c. choose a button icon and set the button text and background color as needed
10. Click the "Save" button to save this buttons settings
11. Continue to modify other buttons by repeating the steps above beginning with step 5
12. Click "Finish / Save Changes" to save all of your button settings to the database

POSPizza.INI File

This section applies to ALL versions of POS Pizza 6

POS Pizza uses an INI file located in the main installation folder to control various functionality (most of which has already been mentioned earlier in this document) of the program. Things like the top graphic, user definable buttons (in Main POS module), first day of the week, and Customer (Poll) display promo messages have already been mentioned earlier in this document. These are the remaining INI parameters that allow you to further modify the program. Remember if you are using the CS version, there will be an INI file on each station, so you will need to make sure that you modify all stations to make changes globally. You can modify a single INI file, and then copy it to all of your stations.

```
[CustStatements]                 ; New Section for Statements Report

DueDay=20                        ; This sets the day of the month for the "Payment
                                 ; Due" date.  Payment Due will be due on this day
                                 ; of the month following the report month.  Valid
                                 ; range is from 10 to 31

UseGraphic=YES/NO                ; This will add the logo file as specified in the
                                 ; system config to the header of the statement if
                                 ; set to YES.  Default=NO

ReturnAddress=xxx;xxx;xxx;…      ; Semicolon delimited line for return address to
                                 ; be printed on customer statements.  This will
                                 ; default to the address specified in business
                                 ; settings in system config.  The field order is
                                 ; address1, address2, city, st, zip.
```

The section above will modify the customer statements report in the SA & CS versions of POS Pizza. You can modify the due date, top graphic, and customize the return address for customer account statements as needed. Remember you will need to minimally modify these settings on the station that you run this report from.

```
[DrawerCount]
CurrencyName01=Pennies
CurrencyValue01=0.01
CurrencyName02=Nickels
CurrencyValue02=0.05
CurrencyName03=Dimes
CurrencyValue03=0.10
CurrencyName04=Quarters
CurrencyValue04=0.25
CurrencyName05=$1
CurrencyValue05=1
...
FieldValueXX=Y
```

The section above will control the drawer counter currency names, values, and last used amounts. The **FieldValueXX** will contain the last number of coins/bills that were counted in the field specified. The **CurrencyName** field is the name for the specific currency, and the **CurrencyValue** field is the value for the specific currency. The drawer counter can easily be adapted for any currency system by modifying these values in the INI file.

Change Toppings Names in All Items at once

This section applies to ALL versions of POS Pizza 6

There will be times that you change a topping's name, sort name, or unit name after the topping has already been added to various master items. In cases such as this the new or updated name will not show on the item until you go back to that item and edit the changed topping, and then resave that topping on that item. This can be a tedious process if you changed a lot of toppings that are used on a lot of items. That's where this next utility comes into play. The "Item Toppings Validator" will go through your entire inventory, and make sure that all toppings used on all items have their names, short names, and weight units set exactly as they are in the toppings editor. This tool can also be very handy if you forgot to set a short name and then realized this after the topping has already been added to numerous items.

To run the Item Toppings Validator follow the steps below.

1. Log into the Management Utility Program with a full supervisor user.
2. Click on the Maintenance menu.
3. Select Item Toppings Validator from this menu.
4. Click the "Validate" button.

When this process completes all of your toppings on each item will match the actual topping in the toppings/components database.

Change Individual Toppings Charges on multiple Items

This section applies to ALL versions of POS Pizza 6

If you use "Individual Toppings Prices" on any of your items' toppings, it can be a bit tedious changing all of those prices if you are doing a price change globally. There is a tool that is available in the Management Utility called the "Item Toppings Price Changer" that can conditionally change only certain topping prices based on what they are and their currently set price. For example you can tell it to change all toppings who's half-price is currently $1.00 to $1.20. The tool would then only change toppings (on items) matching that criteria. It would only look at the toppings price for half and make sure that first it matches 1.00, and then modify it to 1.20, and save that topping and that item. It would do this for every topping on every item in your entire database, changing only those that matched the requested input. Be careful when using this utility. Once you "process" the request, it cannot be undone. If you are not sure, then it would be a good idea to make a backup before you begin.

Another thing to keep in mind if you have multiple prices in certain fields, change them in the right order! Let's say that on your large pizzas whole topping prices are going from 1.25 to 1.50, and on your medium pizzas your whole topping prices are going from 1.00 to 1.25. DO NOT change the 1.00 toppings to 1.25 first, or now all of the toppings are 1.25 for both medium and large, so you can no longer use this tool to change the 1.25's to 1.50 or all of them will change instead of just the large prices. Instead change the large prices from 1.25 to 1.50 first, and once that's done, THEN change the prices for the medium from 1.00 to 1.25.

To use the "Item Toppings Price Changer" use the following steps.

1. Log into the Management Utility Program with a supervisor user
2. Click on the "Maintenance" menu
3. Select "Item Toppings Price Changer" option on this menu.
4. Set the items on the utility to match your needed change request
5. "Process" the request.

It is recommended to first make a data backup before using this tool, in case something happens (like the situation described earlier) and you want to quickly get back to where you were before the changes.

Change Item display width on Add-Item

This section applies to ALL versions of POS Pizza 6

To change the display width from 2 item columns to only 1 (allows more item description text to show), use the steps below.

1. Log into the Management Utility Program.
2. Select Configure then Global System Config
3. Select the "Customers & Misc" tab page
4. About half-way down on the right side of the page (adjacent to the Time Clock Style drop-down) place a check in the box labeled "Use Longer Names in Add Items".
5. Click Save & Exit to save the changes.

Find out how many (customers, menu items, employees, etc.) that I have

This section applies to ALL versions of POS Pizza 6

1. Log into the Management Utility Program
2. Click on the top pull-down menu labeled "Help"
3. Click the Item on that menu called "Show Database Stats"

Configure the Dine-In Module

This section applies to the CS version of POS Pizza 6

Before you configure the dine-in module, you will need to follow the guides for setting up your entire inventory (categories, toppings, items, groups, special pricing), and employees. It is also helpful to have an understand of how the Main POS module works before operating or configuring the Dine-In Module.

To configure the Dine-In Module use the steps below.

1. Log into the Management Utility Program as a supervisor
2. Click on the "Configure" item
3. Click "Dine-In Module Setup" and set the basic module behavior on this page.
4. Two important values on this page are the time before and time after reservation times to hold a table or section for. What this does is if you have a 20 minute before time (default), and a reservation starts at noon, that item will be removed from the seat guests menu at 11:40 instead of right at noon. The time after value isn't as important, since it only applies to sections. When you reserve a table, the reservation is de-activated as soon as the party is seated, so the table will become available as soon as the party has finished. In the case of a section, multiple tables are held, so the section will remain held until the reservation ending time is reached PLUS the time after value is added on at the end.
5. Save these settings.
6. Next you will more than likely want to add sections using the "Manage Sections" option. Sections group tables together so that they can be closed as a group, reserved as a group, or auto close at certain times of the day as a group. Tables can then be added as a member of any section in your database. Tables don't necessarily have to be part of a section however.
7. After adding sections, you will need to add tables to your dining room. Use the "Manage Tables" option to add/edit tables. Each table will be set with the number of seats that it has for normal use, the number of seats that it can have max, closed status, and the section that it is a part of. Use the "Add Another" check box to keep this window open for adding multiple tables.
8. After you have added tables and sections, you will next need to setup employees who will be allowed to use the Dine-In Module. To do this the employee must be a "Custom" type, and the "Can access Dine-In module" option must be enabled on the "Driver & Dine-In" tab page of that employee.

Once all of your tables, sections, employees, and menus are setup, you will then be ready to run the Dine-In Module. See the Dine-In Module Documentation for specifics on how to operate that module.