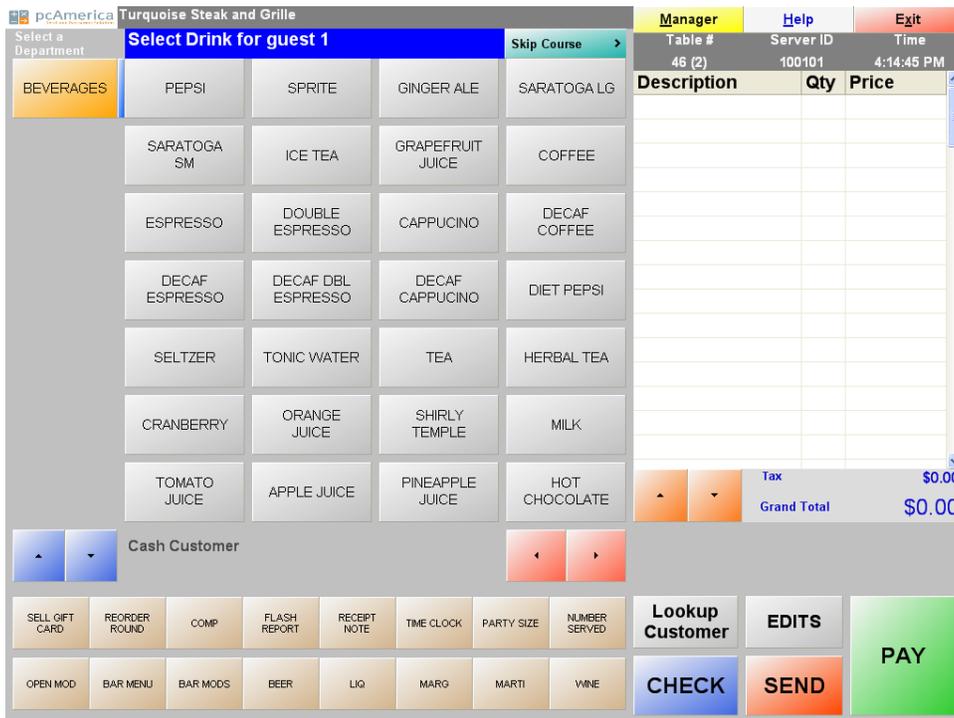


Courses and Suggested Ordering (RPE)

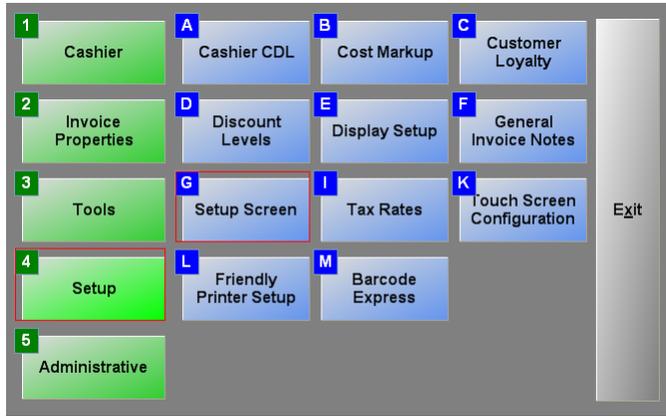


The **Courses and Suggested Ordering** feature prompts your employees to ask for course information. Courses are described as a department or group of departments that menu items are chosen from.

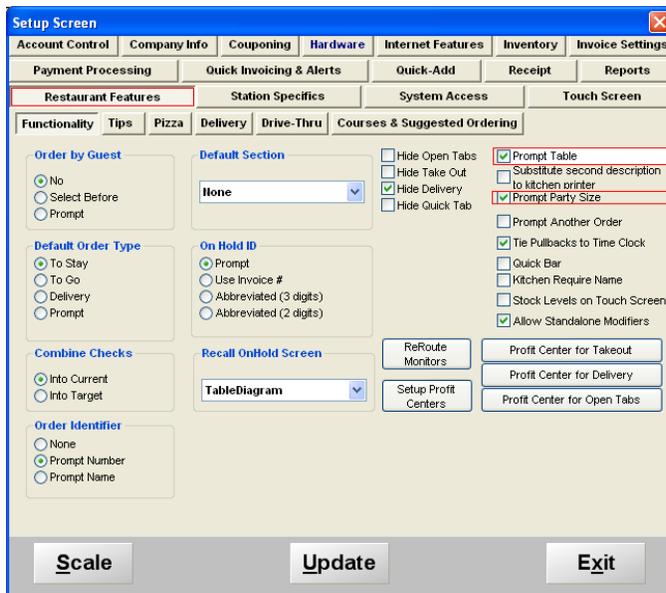
Using this feature will make sure that your employees ask your guests for specific items (e.g. drinks and appetizers).

Setting up Courses and Suggested Ordering

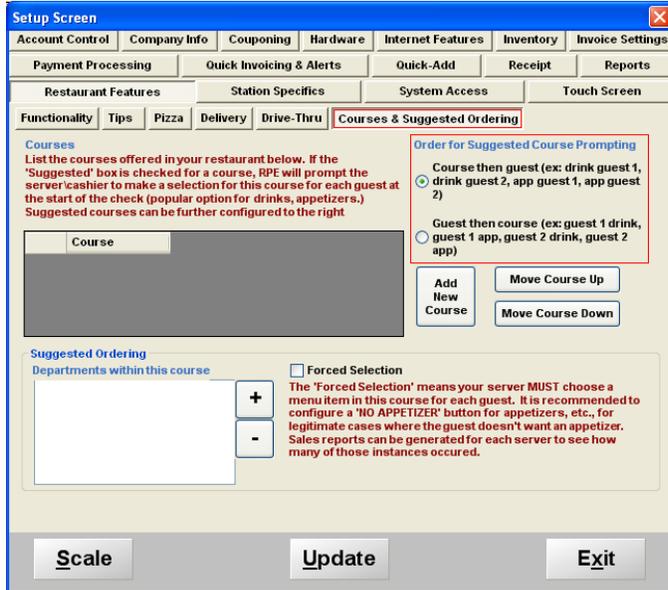
To set up Courses and Suggested Ordering, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



1. Select **Setup** and then **Setup Screen**.



2. Select the **Restaurant Features** tab.
3. Make sure that **Prompt Table** and **Prompt Party Size** are checked.



4. Select the **Courses & Suggested Ordering** tab.
5. Decide whether you want to go around the table for each course (**Course then guest**) or to have each guest order all courses at once (**Guest then course**).



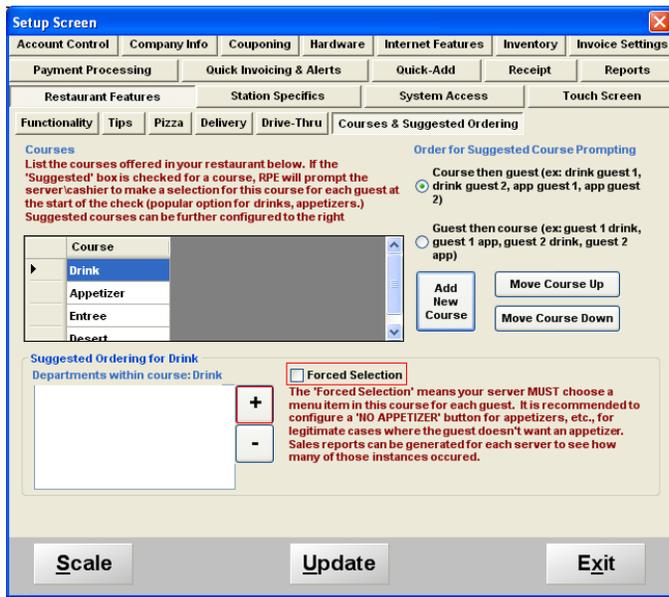
6. Select **Add New Course**.



7. Provide a name for the course and select **ENTER**.

8. Repeat steps 6 and 7 in order to create all desired courses.

Note that selecting either **Move Course Up** or **Move Course Down** after selecting a course will reorder the courses.



9. Select one of the courses.
10. Check **Forced Selection** if you want to require customers to select an item for this course.
11. Select + to add a department to this course.
 - Note that – will remove a department from a course.



12. Select a department to include in this course.

13. Repeat steps 9-12 in order to fill all your courses with departments.



14. Select **Update** when finished.

Using Courses and Suggested Ordering

To use Courses and Suggested Ordering, log into RPE, select a table and party size, and follow these steps.



1. You will be prompted to select a course for one of the guests. You will only be able to choose items from the departments that were added to that course.

Selecting **Skip Course** (if this is an option for the current course) will skip the current course.

2. Repeat step 1 as prompted.