

Laying out your tables for fine dining and table service, using profit centers



The table service features of Restaurant Pro Express include the ability to visually lay out your tables on the screen. Your tables can be arranged by section (ex: bar, patio, dining, etc) and can be dragged and dropped to allow for easy arrangement. Sections colors are customizable to match the look of your restaurant and to provide easy association for your servers.

Profit centers are used to track the seating areas and tabs which generate the most income.

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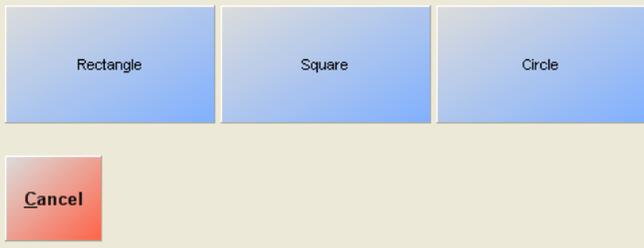
Adding tables

To add tables, open RPE, log in, and follow these steps.

	1. Select Edit Layout .
	2. Before you can add tables, you must add a section. Do so by selecting Add Section .
	3. Give the section a name and select ENTER .
	4. Add tables by selecting either Add Multiple Tables , Add Circle Table , Add Square Table , or Add Rectangular Table .
	5. If you selected Add Multiple Tables in step 4, specify how many tables you would like to add and select OK .

Question Box

Which table shape to create?



6. Select the shape of each table.

Enter new table number:

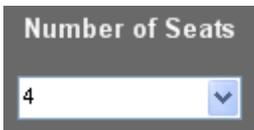


7. If you selected either **Add Circle Table**, **Add Square Table**, or **Add Rectangular Table** in step 4, provide a table number and select **ENTER**.

8. To move a table to where you want it, drag-and-drop it to its new location.

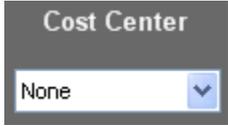


9. Adjust a table's size by selecting it and using the arrow buttons (pictured on the left).



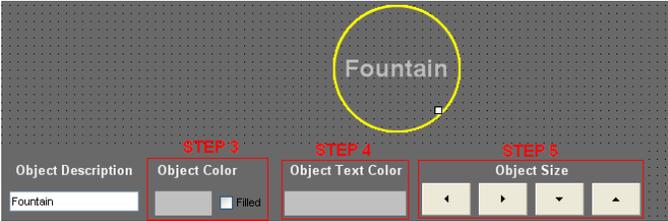
10. Specify the number of seats at a table by selecting it and then selecting the number of seats at that table.

- Only use this feature if you want to select the seats that guests are sitting at.

	<p>11. Select a profit center for this table.</p> <ul style="list-style-type: none">• See the appropriate section of this document for step-by-step instructions on how to use this feature.
	<p>12. Select Done.</p>

Adding Objects

Circular, square, and rectangular objects can be added to the layout. They represent physical details of your restaurant and can help servers find tables quickly. After clicking **Edit Layout**, follow these steps.

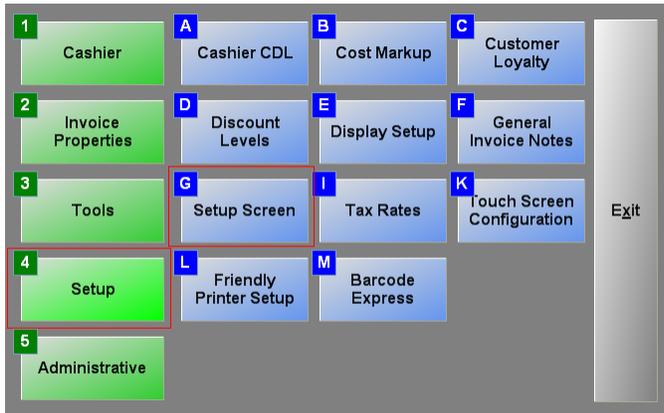
	<ol style="list-style-type: none">1. Select Add Circle Object, Add Square Object, or Add Rectangle Object.
	<ol style="list-style-type: none">2. Provide a description for the object and select ENTER.
	<ol style="list-style-type: none">3. Select a color for the object by double-clicking the appropriate grey box. Check Filled if you would like the object to be filled with this color.4. Select a color for the text on the object by double-clicking the appropriate grey box.5. Modify the object's size with the arrow buttons.6. Move the object to where you want it by dragging and dropping it.

Deleting Tables and Objects

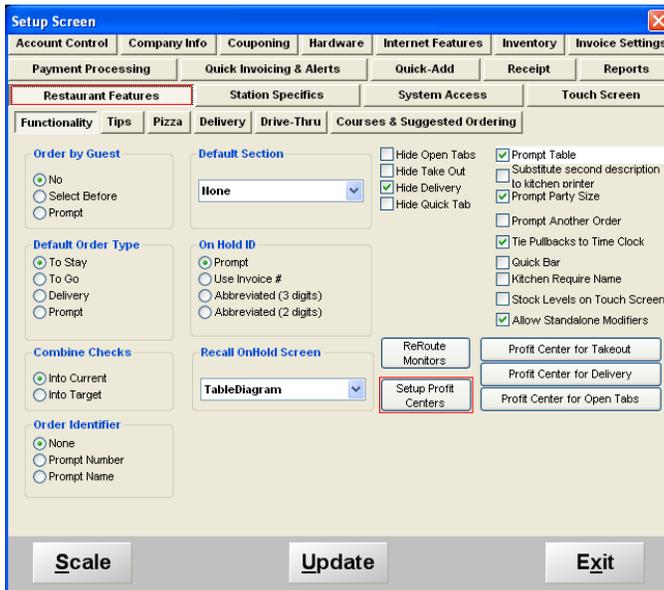
After selecting **Edit Layout**, tables and objects can be deleted by selecting the table or object and then selecting either **Delete Table** or **Delete Object** (upper right). There is also a **Delete Section** button if the need arises to delete a section.

Creating profit centers

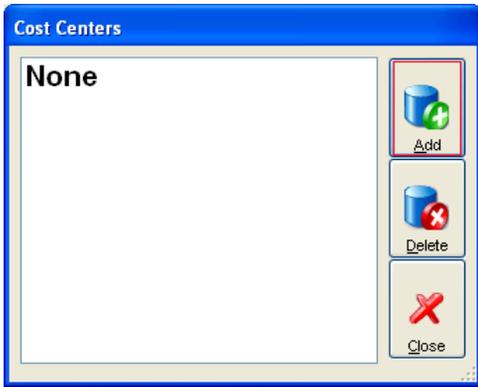
To create a profit center, open RPE, select **Manager**, provide the requested credentials, and then follow these steps.



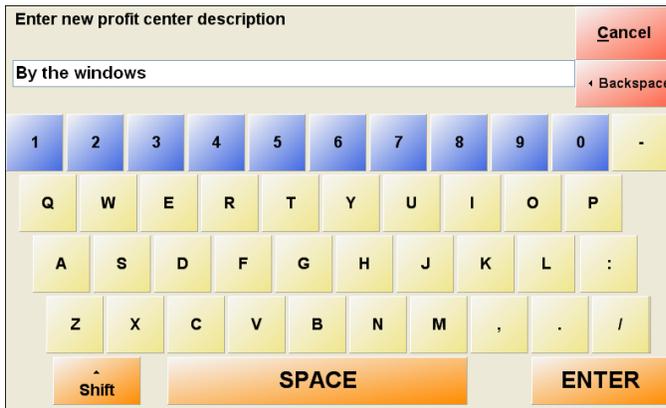
1. Select **Setup** and then **Setup Screen**.



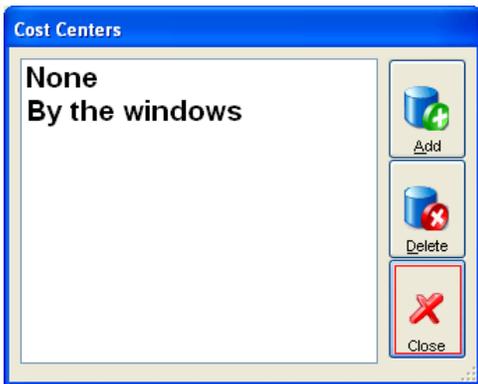
2. Select the **Restaurant Features** tab.
3. Select **Setup Profit Centers**.



4. Select **Add**.



5. Provide a profit center description and select **ENTER**.



6. Select **Close**.



7. Select **Update**.

Adding a table to a profit center

See step 11 of the section on adding tables.

Assigning profit centers to the Takeout, Delivery, and Open Tabs screen

To assign profit centers to the Takeout, Delivery, and Open Tabs screen, follow steps 1 and 2 of the section on creating profit centers and continue below:

The screenshot shows the 'Setup Screen' with the 'Station Specifics' tab selected. Under the 'Delivery' sub-tab, the 'Profit Center for Takeout', 'Profit Center for Delivery', and 'Profit Center for Open Tabs' dropdown menus are highlighted with a red box. The 'Update' button is visible at the bottom of the screen.

1. Select either **Profit Center for Takeout**, **Profit Center for Delivery**, or **Profit Center for Open Tabs**.

The screenshot shows the 'Select profit center for: Takeout' dialog box. The dialog has four buttons: 'Delivery', 'None', 'Open Tabs', and 'Takeout'. The 'Takeout' button is highlighted. At the bottom, there are 'Cancel' and 'Select' buttons.

2. Select a profit center.
 - Note that appropriately-named profit centers must be created beforehand.

The screenshot shows the 'Update' button.

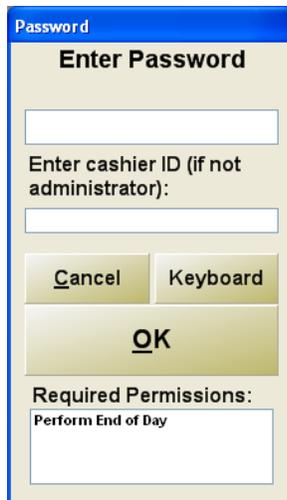
3. Select **Update**.

Determining which profit centers are generating the most income

To determine which profit centers are generating the most income, select **Manager** from the login screen, provide the requested credentials, and then follow these steps.



1. Select **Tools** and then **End of Day**.



2. Provide the requested credentials.

Expected Deposit:
\$20.00
Enter Actual:

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear Cancel

OK

3. Count the cash in your cash drawer and enter the amount.



4. Retrieve the close out report from the appropriate printer.

	<u>LUNCH</u>	<u>DINNER</u>	<u>TOTAL</u>
Profit Center: By the windows			
DRINK	\$0.00	\$0.00	\$0.00
FOOD	\$0.00	\$20.00	\$20.00
LIQUOR	\$0.00	\$0.00	\$0.00
NONE	\$0.00	\$0.00	\$0.00
NONE	\$0.00	\$0.00	\$0.00

5. Search for the page entitled **TOTALS BY PROFIT CENTER.**