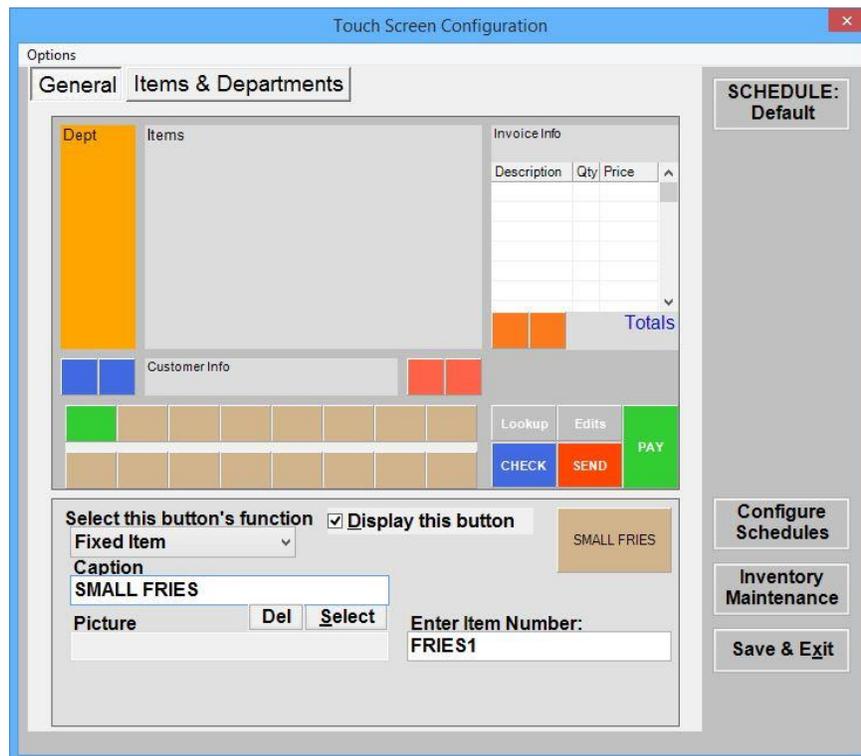


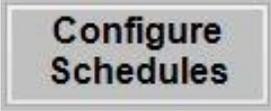
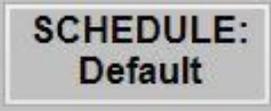
Touch Screen Configuration



The Touch Screen Configuration screen is where display configuration can be done to the touchscreen. There are two tabs of information to be configured.

- [General](#) - Under this tab, configuration can be done to Hotbuttons on the restaurant invoicing screen.
- [Items & Departments](#) - Under this tab, configuration can be done to how your items and departments are displayed on the touch screen.

Prior to any configuration please see below:

	<ul style="list-style-type: none">• Configure Schedules - This button allows you to create separate schedules which, can be Time Based Menus.
	<ul style="list-style-type: none">• Schedule: Default - This button on the top right corner will enable you to select the schedule that will be modified.
	<ul style="list-style-type: none">• Inventory Maintenance - This button is a shortcut to the Inventory Maintenance screen.
	<ul style="list-style-type: none">• Save & Exit - This button, when selected will save any changes that have been made and then exit from the touch screen configuration window.

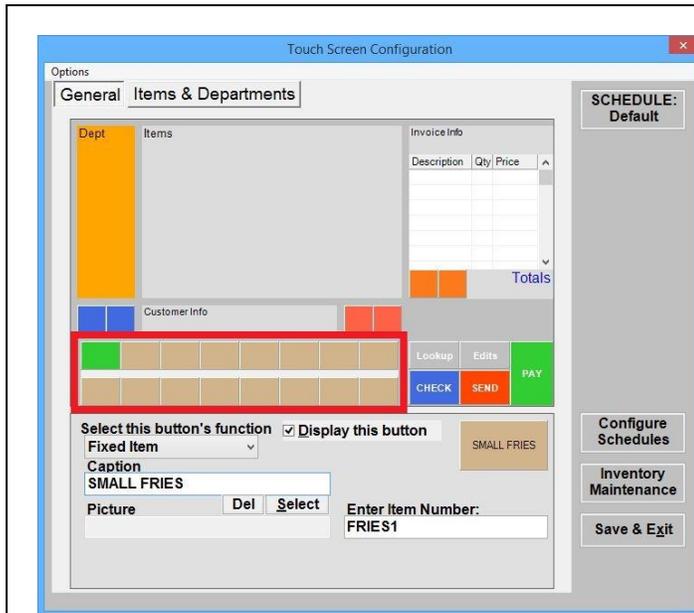
Options Menu:

- **Configure this Station Individually** - If this option is selected, any layout changes made within Touch Screen Configuration will not affect other terminals.
- **Remove Duplicate Buttons** - If this option is selected, any duplicate buttons that have been created on the touchscreen will be deleted.
- **Requery Current Department** - If this option is selected, the list of items of the current Department that is selected will be reset to default (alphabetical order).
- **Reset All Items and Departments** - If this option is selected, all Items and Departments will be reset to default (alphabetical order).

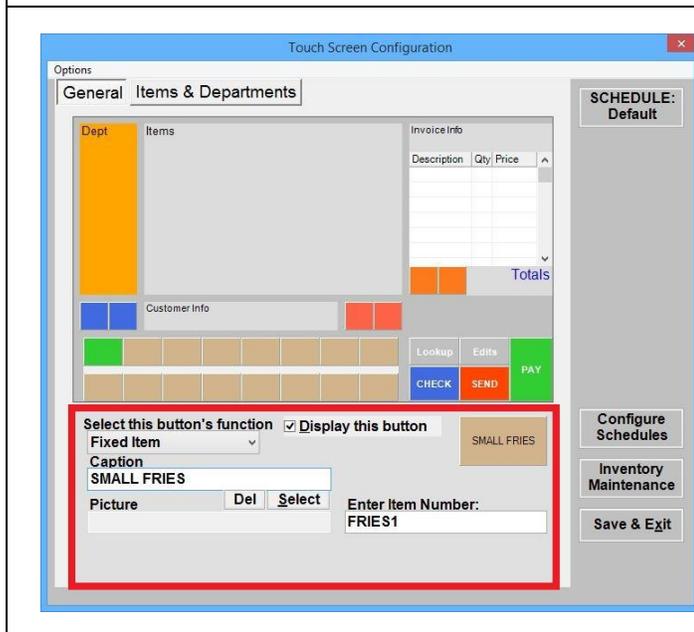
General Tab

This tab can configure Hot buttons which provide easy access to frequently-sold items and frequently-taken actions

Prior to making any changes be sure that the button at the top right has the schedule you would like to edit selected (**Schedule: Default**).



- Select the hot button that you would like to modify.



- Check **Display this button** to make the button functional.
- Select a function for the button
- See: [Descriptions of Functions](#).
- Specify a caption for the button.
- Select a custom image for the button (if applicable).
- Provide all other requested information (specific to each function).
- Select **Save & Exit**

Descriptions of Functions

Note that “specific” implies that the info in question was requested when setting up the hot button.

Open Cash Drawer: Opens the cash drawer.

Total Sales for Today: Creates a popup containing the total sales and total number of items sold.

Total Dept Sales for Today: Same as above, but limits the information to a specific department.

Fixed Item: Rings up a specific item.

Fixed Department: Has the same effect as selecting a specific department on the touch screen.

Locked Discount Percentage: Discounts the current invoice by a specific percentage (**Must be Positive**).

Locked Discount Amount: Discounts the current invoice by a specific amount (**Must be Positive**).

Open Discount Percentage: Discounts the current invoice by a percentage provided by the cashier.

Open Discount Amount: Discounts the current invoice by an amount provided by the cashier.

Price Change: Allows the cashier to change the price of the highlighted item on the invoice.

Invoice Notes: Allows the cashier to attach notes to the invoice.

Credit Card Info: Brings up a screen on which the cashier can attach a credit card to an invoice. This function is designed to be used in conjunction with bar tabs.

Select Customer: Ties the current invoice to a specific customer.

Return Next Item: Results in the return of the next item selected by the cashier.

Print Last Receipt: Sends the last receipt to the receipt printer.

Quantity Change: Changes the quantity of the highlighted item on the invoice.

Gift Card: Brings up a screen on which the cashier can sell a gift card or add funds to an existing one.

Time Clock: Brings up the time clock.

Change Party Size: Changes the party size at the current table.

Weigh Item: Weighs the item on the scale.

Recall On-Hold Invoice: Brings up a screen on which the cashier can recall an on-hold invoice.

On-Screen Keyboard: Brings up an on-screen keyboard on which an item number can be typed.

Customers Last Order: Brings up a screen on which items from the current customer’s last invoice are listed. They can be added to the current invoice.

Tax Exempt: Makes the current invoice tax-exempt.

Item Info: Displays information about the next item that is selected by the cashier.

Reorder Round: Increases the quantity of the highlighted item on the invoice.

Server Mass Transfer: Allows the current server to transfer all their tables to another server.

Report # of People Served: Reports the number of people served.

Delivery Tracking: Brings up the Delivery Tracking screen.

Minimize Program: Minimizes RPE.

Comp Items: Makes the highlighted item(s) on the invoice complimentary.

Comp with Locked Reason: Same as above, but forces a specific reason code.

Void: Voids the current invoice.

Gift Card Balance: Brings up a screen on which the cashier can check the balance of a gift card.

External Program: Launches an external program with a path and arguments that you provide.

Scan ID \ Age Verification: Brings up a screen where you input the customer’s date of birth or scan their ID. Their date of birth is checked against Check ID Level 1.

Start \ End Shift: Starts or ends a shift. This is useful if shift tracking is turned on.

Loyalty: Brings up a screen where you scan or type the ID on a customer’s loyalty card. This will select that customer for the current invoice, provided the ID was entered as a card swipe ID in Customer Maintenance.

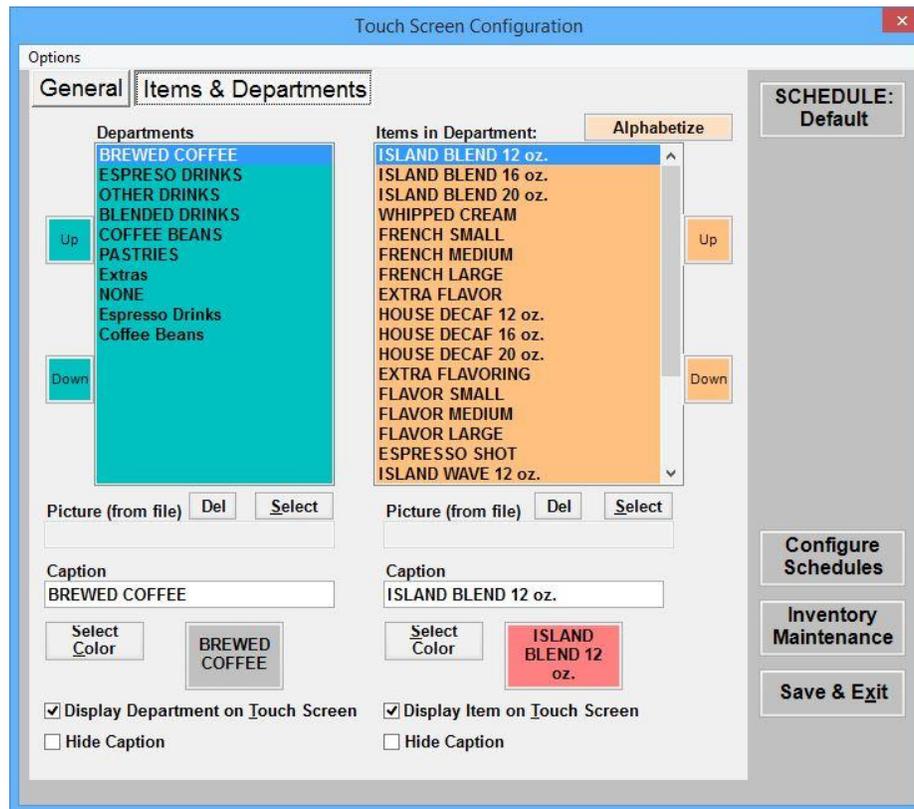
Return Rentals: Brings up a screen where rented items can be returned.

Item Lookup: Brings up the Search Inventory window.

Discount Items: Brings up the discount window where discounts can be applied to specific items or whole categories.

Flash Report: Brings up the Flash Report displaying the sales totals, media totals, and performance statistics. This report can be printed (to your receipt printer) or exported to a .csv file (comma-delimited\excel file).

Items & Departments



This screen allows you to assign colors, pictures, and captions to each department and item within the department.

- The **Departments** list, displays a list of departments that have been created in **Department Maintenance**. After selecting a department on the left the inventory in that department will be displayed.
- The **Items in Department** list, shows a list of inventory that has been created in **Inventory Maintenance**.

The following options are available for the **Departments** and **Items In Departments** lists:

The items listed can be organized alphabetically by selecting the **Alphabetize** button.

- The order in which the items are displayed can be changed by highlighting the Department (Department list) or Inventory Item (Items in Department list) and then using the **Up** and **Down** buttons.

- A **Picture (from file)** can be selected by choosing the **Select** button and then select the image you would like to use. Select **Del** to remove the image that has been selected. The image formats that can be selected by default are .bmp, .gif, .jpg and .ico. If the image is not able to be selected type *.* in the File name field, this will display all available files.

The following are image dimensions that can be used:

- Retail invoice screen (CRE):
 - Department buttons - 169 X 73 (pixels)
 - Inventory buttons - 169 X 73 (pixels)
- Restaurant invoice screen (RPE):
 - Department buttons - 110 X 62 (pixels)
 - Inventory buttons - 126 X 62 (pixels)
- **Caption** - Text can be entered in this field which will then be displayed on the touchscreen buttons in place of the department/item name.
- **Select Color** - After selecting this button a screen will open where you will be able to select a color for the item/department selected.
- **Display Department on Touch Screen** - This box must be selected in order for the Department to be displayed on the touch screen.
- **Display Item on Touch Screen** - This box must be selected in order for the Item to be displayed on the touch screen.
- **Hide Caption** - This box allows you to prevent any text entered in the caption field from displaying on the touch screen. This is useful if you want to use pictures on your buttons instead of words.

How Do I...?

Customize an item or department button?

- Select the desired department or item by highlighting its name on the list. You can use the **Up** and **Down** buttons to move the item/department through the list.
- Enter the text to display on this button in the **Caption** field. If applicable, select a picture file to display by clicking on **Select**
- To change the color of the selected item/department button, click on **Select Color**, select the desired color, then select **OK**
- Select **Save & Exit**

The **Inventory Maintenance** button on the right is a short cut to the **Inventory Maintenance screen**.

Menu Schedule Configuration

The screenshot shows a software window titled "Menu Schedule Configuration". At the top right, there are standard window controls (minimize, maximize, close) and a green "Keyboard" button. The main area contains a "Description" field with the text "Afternoon Specials". To the right of this field is a checkbox labeled "Use Date Range" which is currently unchecked. Below the "Use Date Range" checkbox are two empty text boxes for "Start Date" and "End Date". Below the description field is another checkbox labeled "This is a special event or holiday menu", which is also unchecked. The central part of the interface is a table with a grey background and a white border. The table has two columns: the first column lists days of the week, and the second column lists time ranges. The "Sunday" row is highlighted in blue. The time range "11:00 PM-4:30 PM" is entered for Monday through Friday. Below the table are three buttons: "Reset Times" (yellow), "Add Time" (green), and "Delete Time" (pink). At the bottom of the window, there is a navigation bar with a "Previous" button, a dropdown menu currently showing "Afternoon Specials", and a "Next" button. Below the navigation bar are four more buttons: "Add" (purple), "Update" (purple), "Delete" (pink), and "Exit" (green).

►	Sunday	
	Monday	11:00 PM-4:30 PM
	Tuesday	11:00 PM-4:30 PM
	Wednesday	11:00 PM-4:30 PM
	Thursday	11:00 PM-4:30 PM
	Friday	11:00 PM-4:30 PM
	Saturday	

This is a touch screen configuration option, which allows a restaurant to have more than one menu, such as a lunch or dinner menu for a specific date/time range.

For example: If a sit-down restaurant has a lunch menu from 1-4 pm and then at 4:01 pm they would switch over to their dinner items, then RPE can be configured to display the specific dinner menu (a set of specific dinner entrées). How the dinner menu displays could then further be configured in the [Items & Departments](#) tab of Touch Screen Configuration. This feature can also be configured to display a special menu during a specified date/time range. For instance, a pizza shop might have a 2 for 1 pizza deal from 5-7 pm on Tuesdays during the summer. At 5:00 pm on Tuesdays during that date range this special menu would appear on the touch screen.

Create a Time Based Menu Schedule?

Menu Schedule Configuration

Description Use Date Range Keyboard

Start Date

End Date

This is a special event or holiday menu

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

Reset Times Add Time Delete Time

Previous Next

Add Update Delete Exit

- Select **Add**.

Clone which menu?

DEFAULT

Cancel Select

- Select the menu that you would like to clone.
- Press **Select**

Menu Schedule Configuration

Description: **Afternoon Specials**

Use Date Range

Start Date:

End Date:

This is a special event or holiday menu

Sunday	12:00 AM-11:59 PM
Monday	12:00 AM-11:59 PM
Tuesday	12:00 AM-11:59 PM
Wednesday	12:00 AM-11:59 PM
Thursday	12:00 AM-11:59 PM
Friday	12:00 AM-11:59 PM
Saturday	12:00 AM-11:59 PM

Buttons: Reset Times, Add Time, Delete Time, Previous, Next, Save, Update, Cancel, Exit

- Provide a **Description** of the menu.
- **This is a special event or holiday menu** - Select this option when you have a special menu or one day event that takes the place of a scheduled menu. For example, on St. Patrick's Day you serve Corned Beef and Cabbage, Shepard's Pie and Beef Stew instead of your regular dinner menu.
- **Use Date Range** - Selecting this option will use the Start Date and End Date that has been specified below:
 - **Start Date** - Enter the Start Date you want the scheduled menu to begin on.
 - **End Date** - Enter the End Date you want the scheduled menu to finish on.
- Modify times as necessary:
 - To delete times from a day, highlight the times and select **Delete Time**
 - To add times to a day or to multiple days, select [Add Time](#).
 - To reset all times to their defaults, select **Reset Times**
- When you are finished, select **Save**.
- Select **OK** when told that your schedule has been added.
- When done select **Exit**.

Add Time

Which days would you like to activate the menu for?

Sunday	Monday	Tuesday	Wednesday	Thursday
Friday	Saturday			

- Select the days of the week you would like to have this time based menu on (the selected days will highlight in white) then click **Select**.

Select start time

Select start time

Hours

1	2	3	4	5	6	7	8	9	10	11	12
:00	:05	:10	:15	:20	:25	:30	:35	:40	:45	:50	:55

Minutes

AM PM +1

- Enter the Start Time for the menu and then select the green button with the time on it.

****NOTE**** pressing the **+1** button will add 1 minute to the time.

Select end time

Select end time

1	2	3	4	5	6	7	8	9	10	11	12
:00	:05	:10	:15	:20	:25	:30	:35	:40	:45	:50	:55

AM PM +1

- Enter the End Time for the menu and then select the green button with the time on it.

Delete Time

The screenshot shows the 'Menu Schedule Configuration' window. The 'Description' field contains 'Afternoon Specials'. The 'Use Date Range' checkbox is unchecked. The 'Keyboard' button is highlighted in green. The 'Start Date' and 'End Date' fields are empty. The checkbox 'This is a special event or holiday menu' is unchecked. A table lists the days of the week with their corresponding time periods. The Sunday row is highlighted in blue, indicating it is selected for deletion. Below the table are buttons for 'Reset Times', 'Add Time', and 'Delete Time'. At the bottom, there are buttons for 'Add', 'Update', 'Delete', and 'Exit', along with 'Previous' and 'Next' navigation buttons.

Sunday	12:00 AM-12:00 PM
Monday	11:00 PM-4:30 PM
Tuesday	11:00 PM-4:30 PM
Wednesday	11:00 PM-4:30 PM
Thursday	11:00 PM-4:30 PM
Friday	11:00 PM-4:30 PM
Saturday	

- To remove a time period from the Menu Schedule, Select the time period for the day you want to remove the period. It will highlight in blue.

The screenshot shows the 'Menu Schedule Configuration' window. The 'Description' field contains 'Afternoon Specials'. The 'Use Date Range' checkbox is unchecked. The 'Keyboard' button is highlighted in green. The 'Start Date' and 'End Date' fields are empty. The checkbox 'This is a special event or holiday menu' is unchecked. A table lists the days of the week with their corresponding time periods. The Sunday row is highlighted in blue, indicating it is selected for deletion. Below the table are buttons for 'Reset Times', 'Add Time', and 'Delete Time'. At the bottom, there are buttons for 'Add', 'Update', 'Delete', and 'Exit', along with 'Previous' and 'Next' navigation buttons.

Sunday	
Monday	11:00 PM-4:30 PM
Tuesday	11:00 PM-4:30 PM
Wednesday	11:00 PM-4:30 PM
Thursday	11:00 PM-4:30 PM
Friday	11:00 PM-4:30 PM
Saturday	

- Press the **Delete Time** button to remove the time period for that day.