

Setting up Retailman to work in a Restaurant Environment

Retailman version 1.80.73 was enhanced to adapt to working restaurants, it now has the ability to track orders on table numbers and can also handle telephone orders.

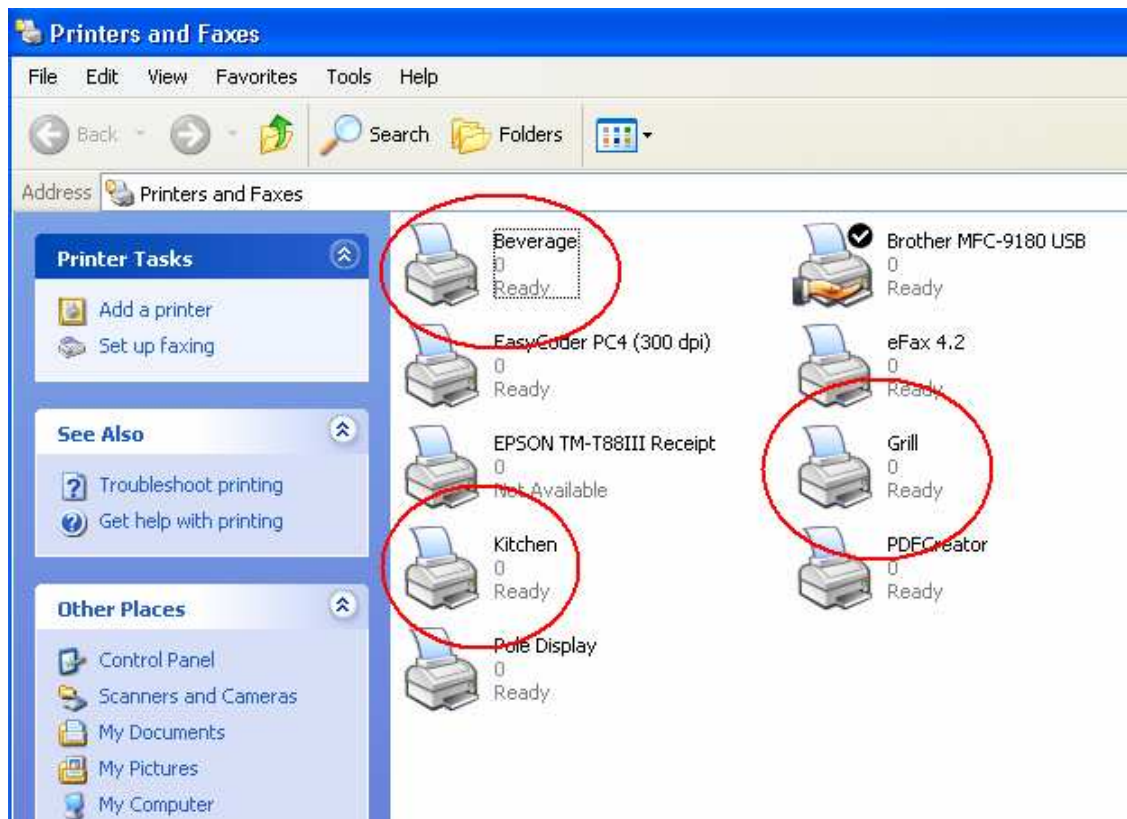
There are few steps to take to insure the correct working of Retailman which include:

1. Setup the available POS printer in Windows with meaningful names (such as Kitchen, Beverage , Grill and so on)
2. Set-up Stock Group1 as printers group, this will allow Retailman to print different items to different pos printers, you must then add the printer names **Exactly** as shown under the Windows Printers Setup screen
3. Use the Add/Modify Stock to add the printer that needs to print that item when the order is initially entered on the system, this will allow a single point of data entry with the printouts going to each section automatically.
4. Setup the POS screen menu items to handle tables

Each of the above steps are described in details below, Note that to a flawless operation, it is advisable to keep all POS printers to the same brand and model number:

1. Setup the available POS printer in Windows with meaningful names

Open the Windows “Printers and Faxes” screen, and setup the available POS printers (including any networked POS printers) with meaningful names, making sure to test each printer under Windows to make sure the printer is working under Windows. Retailman uses the Windows Printer Drivers to handle all its print jobs, so if the printer does not work under Windows, then it will not work from Retailman.



2. Set-up Stock Group1 as printers group, this will allow Retailman to print different items to different pos printers, you must then add the printer names Exactly as shown under the Windows Printers Setup screen

System Setup

Company General Sales Stock Purchase P.O.S Payments Loyalty

Stock Costing on Sale

- Don't Cost on Sale
- Use Last Cost
- Use Average Cost
- First In First Out Cost

Extra Stock Groups

Stock Group 1 POS Printers

Stock Group 2

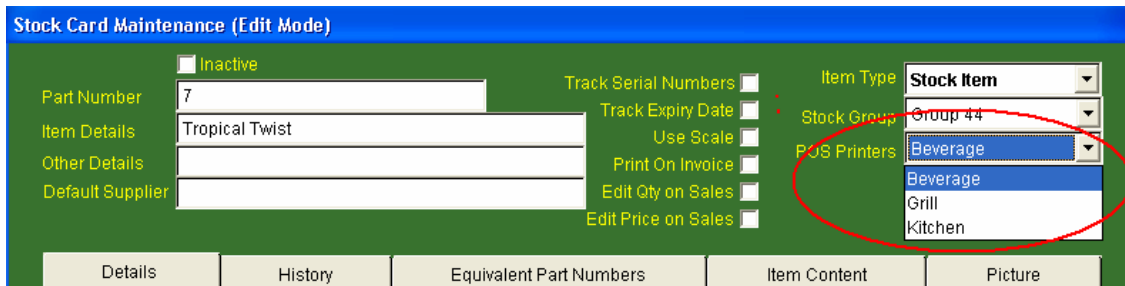
Stock Group 3

Save (F2) Close (Esc)

Stock Groups

No.	Group Name	No.	POS Printers
34	Group 34	2	Beverage
35	Group 35	1	Grill
36	Group 36	3	Kitchen
37	Group 37		
38	Group 38		
39	Group 39		
40	Group 40		
41	Group 41		
42	Group 42		
43	Group 43		
44	Group 44		
45	Group 45		

3. Use the Add/Modify Stock to add the printer that needs to print that item when the order is initially entered on the system, this will allow a single point of data entry with the printouts going to each section automatically

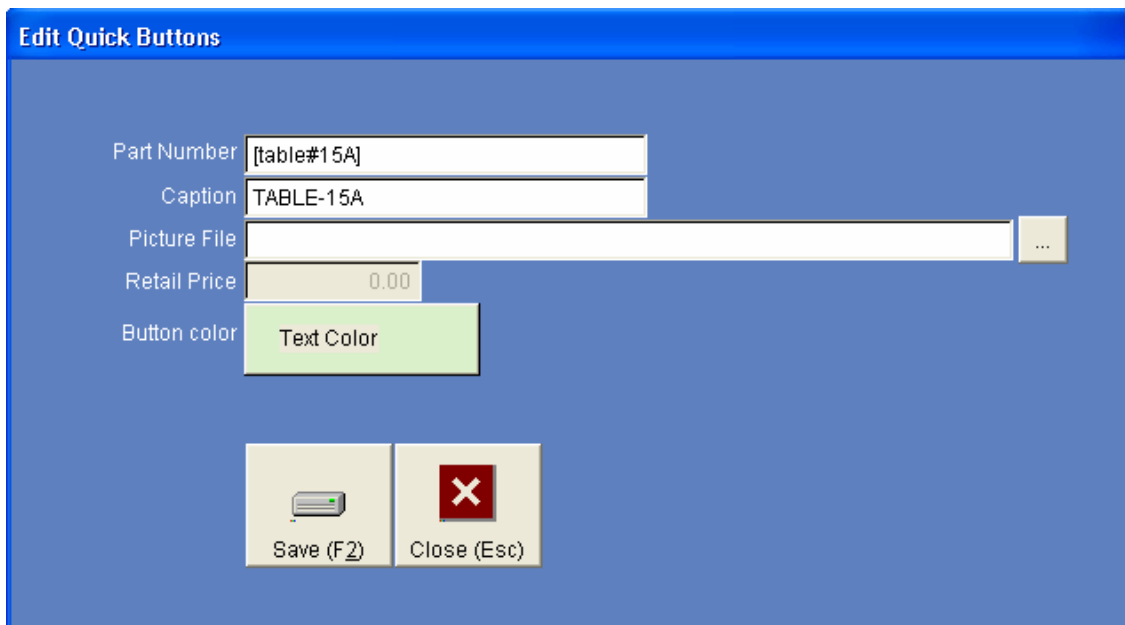


The screenshot shows the 'Stock Card Maintenance (Edit Mode)' window. The 'POS Printers' dropdown menu is open, showing options: Beverage, Beverage, Grill, and Kitchen. A red circle highlights the 'Beverage' options. Other fields include: Inactive (checkbox), Part Number (7), Item Details (Tropical Twist), Other Details, Default Supplier, Track Serial Numbers, Track Expiry Date, Use Scale, Print On Invoice, Edit Qty on Sales, Edit Price on Sales, Item Type (Stock Item), and Stock Group (Group 44). Navigation buttons at the bottom are: Details, History, Equivalent Part Numbers, Item Content, and Picture.

4. Setup the POS screen menu items to handle tables

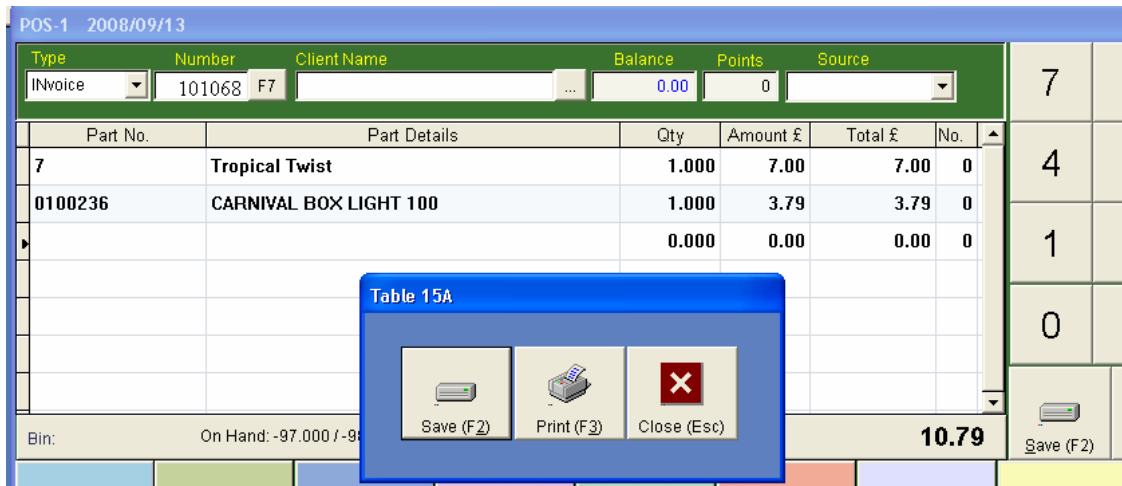
Choose one or more menu items to show the tables and their numbers
To setup an item button for a table, you must include the text

[Table# followed by the actual table number and end with a square bracket



The screenshot shows the 'Edit Quick Buttons' window. Fields include: Part Number ([table#15A]), Caption (TABLE-15A), Picture File (empty), Retail Price (0.00), and Button color (Text Color). At the bottom, there are two buttons: 'Save (F2)' with a floppy disk icon and 'Close (Esc)' with a red X icon.

To place orders on this table, just enter the items ordered by this table, then once done, press the table button, this will now this order to that table, you can place as many orders as you wish,



Clicking on the print button will print the entered items on the assigned POS printers, you can add as many orders as you want to the same table number, then when all is done, while the grid is clean, press the Table 15A button will bring up the list of orders and their total, and you can choose the appropriate action including:

Bill Button: This will print a bill to send to the client occupying table 15A, no other action is taken by Retailman apart from printing all the orders and their total.

Re-print button: This will reprint an order to the assigned printers

Checkout button: This will call all the items ordered by table 15A and allow the user to complete the order including receiving money and printing the final paid docket to be given to the client.