

Back of House QRG

ADD A NEW MENU

- Click “Menus”
- Click “+”
- Enter data and click “Save”

ADD A NEW ITEM

- Click “Menus”
- Click “Item”
- Click “+”
- Enter data and click “Save”

MODIFY SECTION OF MENU

- Click “Menus”
- Click on the desired name of the menu selection.
- Click on the name of the section.
- Click on item from drop down menu, enter amount in price data field, and then click “Add”

CREATE COMBO GROUPS

- Click “Menus”
- Click on the desired name of the menu selection.
- Click on the name of the section.
- Click “New Combo Item”
- Enter data into fields and click “Save”
- Select the menu section and item from drop down menus then click “Add”
- Repeat the last step for additional items in combo

MODIFY MODIFIERS

- Click “Menus”
- Click “Item”
- Click on the name of the item.
- Click “Modifiers”
- Select an item from the drop-down menu then click “Add”
- Click Required if this is required of the menu item, ie: temp choice for steaks.
- Click “Close”

ADD MODIFIER CHARGES

- Click “Menus”
- Click on the desired name of the menu selection
- Click “Modifiers Charges”
- Add item and price then click “Add”

CHANGE PRICING

- Click “Menus”
- Click on the desired name of the menu selection.
- Click on the name of the item or section and then name of the item.
- Enter new amount in price data field of the item click “Save All”

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RUN REPORTS

- Click “Reports”
- Select the type of report, select the time range, and then
- Pick type of report, select time range and then click “Display” for viewing of data

ADD NEW EMPLOYEE

- Click “Setup”
- Click “Staff”
- Click “+”
- Enter employee data
- Click “Save”
- Then click “Role”
- Add “Role”

SCHEDULE EMPLOYEE

- Click “Clock In/Out”
- Click “Schedule”
- Select “Date”, “Employee”, and “Shift” then click “Add”

MODIFY EMPLOYEE TIMESHEET

- Click “Clock In/Out”
- Click “Reconcile”
- Select “By Date” or “By Employee”
- Modify and select “Save” or “Add”
- If using “By Date” remember to click the date shown under “Reconcile Attendance” to go back to desired date to continue modifying

DUPLICATE EMPLOYEE’S SCHEDULE

- Click “Clock In/Out”
- Click “Duplicate”
- Select “By Day” or “By Week” and click “Go”
- Select employee(s) and dates then click “Go”

ADD NEW COMPLIMENTARY/ DISCOUNT OPTION

- Click “Setup”
- Click “Comps” or Discounts
- Click “+”
- Enter data into fields and click “Save”