

What's done already

Restaurant Setup

Restaurant Hours Setup

Menu Setup

Modifier Setup

Printer setup (half) Marketing Split Payment Happy Hour

Hardware Setup Report Split Checks

Network Setup Driver Dispatcher Money Drop

Employee Setup Gift & Loyalty (loyalty isn't done) Other Configurations

Street Setup Credit Cards Bar & Tabs

Floor/Table Setup Online Ordering/Online Set up Inventory

Printer Setup

When first using, Supermenu POS is automatically setup to be able to support, 1 front receipt printer; per computer, 6 kitchen printers that can be shared by unlimited computers, 1 receipt printer for carry-out/delivery purposes, 1 bar printer, and 1 label printer.

Additional printers can be added if necessary, and all printers are able to be shared by an unlimited amount of computers.

To set up printers, go to home screen, click on **All Set Up**, and then **Store & Station Set Up**. Once **Store & Station Set Up** is open, the following screen should appear:

The screenshot shows a software window titled "Store & Station Configuration Set Up ---". The "Printers & Cashdrawer Set Up" tab is active. At the top, there are navigation tabs: "Printers & Cashdrawer Set Up", "Printing Set Up", "Other Hardware", "Security", "Revenue", "Dine-In & Bar & Other", "Store Set Up", and "Station Set Up". Below the tabs, there are two checkboxes: "Check Parallel Ports" and "Check Serial Ports". The main area contains a table with columns: "Menu Printer Set Up", "IP or Host Name of the Comput...", "Printer Port or Windows Name", "Back Up", "Load", "Save", and "Test". The table lists the following printer types: Front Receipt Printer, Kitchen Printer 1 through 6, Kitchen Expo Printer, Bar Printer, Label Printer, Packing Receipt Printer, and Cash Drawer.

Menu Printer Set Up	IP or Host Name of the Comput...	Printer Port or Windows Name	Back Up	Load	Save	Test
Front Receipt Printer						
Kitchen Printer 1						
Kitchen Printer 2						
Kitchen Printer 3						
Kitchen Printer 4						
Kitchen Printer 5						
Kitchen Printer 6						
Kitchen Expo Printer						
Bar Printer						
Label Printer						
Packing Receipt Printer						
Cash Drawer						

While setting up your printers, you are able to modify your printer setup by clicking on the printer that you would like to change.



After clicking on the selected printer, a separate window should appear, shown below. You may click the options and customized them to suit your restaurant.

The screenshot shows a window titled "Kitchen Expo Printer Set Up" with a close button (X) in the top right corner. The window contains a section titled "Receipt Printer Set Up" with a dotted border. Below this title is a table of settings. Each row has a description, a value, a dropdown arrow, and a "Save" button. The settings include options for printing at the front, bold text, and receipt timing. Below the table is a section titled "Windows Receipt Print Size & Margin:" followed by another table of settings for font name, size, margins, and widths. Each row in this second table also has a "Save" button. At the bottom of the window is a "Close" button.

Receipt Printer Set Up			
Print Receipt at Front?	Yes	▼	Save
Make all Text Bold for Printing with Windows Drivers	No	▼	Save
Print Receipt after all Payment for Dine-In Orders	Yes	▼	Save
Print Receipt after Cash Payment for Dine-In Orders	Yes	▼	Save
Print Receipt after Credit Payment for Dine-In Orders	Yes	▼	Save
Print Order Number at the bottom of the receipt		▼	Save
Windows Receipt Print Size & Margin:			
Windows Print Receipt Font Name	NSimSun		Save
Windows Print Receipt Size	11		Save
Windows Print Receipt Left Margin	8		Save
Windows Print Packing Receipt Left Margin			Save
Windows Print Receipt Bold Size	11		Save
Windows Print Receipt Big Size	11		Save
Windows Print Receipt max number of chars per line for titles	32		Save
Windows Print Receipt max number of chars per line for prices	32		Save
Windows Print Receipt max number of chars per line for totals	31		Save
Windows Print Receipt max number of chars for line items	21		Save
Windows Print Receipt Width?	200		Save

Close

Hardware Setup

To change and review, go to the home screen, then click on **All Set Up**, then **Store & Station Set Up**, and finally click on **Other Hardware**, which can be found on the top of the page; third option.

Store & Station Configuration Set Up ---

Printers & Cashdrawer Set Up Printing Set Up **Other Hardware** Security Revenue Dine-In & Bar & Other Store Set Up Station Set Up

Cash Drawer Pole Display Caller ID

Show Cash Drawer Buttons on Screen?		Save
Open Cash Drawer when complete order?		Save
Automatically Open Cash Drawer when complete order?	Yes	Save
Open Cash Drawer for all types of Payments?		Save
Open cash drawer when pay at order status?		Save
Password Open cash drawer when pay at order status?		Save

Enter Key Words: Search Close

Pole Display Port: This is the port number in which the pole display is attached to a computer. It is usually a serial port such as COM1, etc.

Port Display Line Character Count: This is the amount of characters set to appear on your pole display. The default amount is 20 characters, though the amount may be changed anytime.

The screenshot shows a software window titled "Store & Station Configuration Set Up". The window has several tabs: "Printers & Cashdrawer Set Up", "Printing Set Up", "Other Hardware", "Security", "Revenue", "Dine-In & Bar & Other", "Store Set Up", and "Station Set Up". The "Other Hardware" tab is selected. Under this tab, there are sub-tabs: "Cash Drawer", "Pole Display", and "Caller ID". The "Pole Display" sub-tab is active. It contains a table with two rows:

Pole Display Port		Save
Pole Display Line Character Count		Save

At the bottom of the window, there is a search bar labeled "Enter Key Words:" with a "Search" button and a "Close" button.

Caller ID Port: This is the port number in which the caller ID modem is attached to a computer. It is usually a serial port such as COM1, etc.

Caller ID by default is not enabled. To enable it, select **Enable Caller ID** to Yes.

You can show all caller IDs to all computers, or instead, specify a line to one computer.

The screenshot shows a software configuration window titled "Store & Station Configuration Set Up". The window has several tabs: "Printers & Cashdrawer Set Up", "Printing Set Up", "Other Hardware", "Security", "Revenue", "Dine-In & Bar & Other", "Store Set Up", and "Station Set Up". The "Other Hardware" tab is active, and within it, the "Caller ID" sub-tab is selected. The configuration area contains a table with the following rows:

Enable Caller ID?	Yes	Save
Caller ID Port	COM1	Save
Show Caller ID on all computers?	Yes	Save
Caller ID Host IP	2	Save
Caller ID Host IP for Line 1		Save
Caller ID Host IP for Line 2		Save
Caller ID Host IP for Line 3		Save
Caller ID Host IP for Line 4		Save

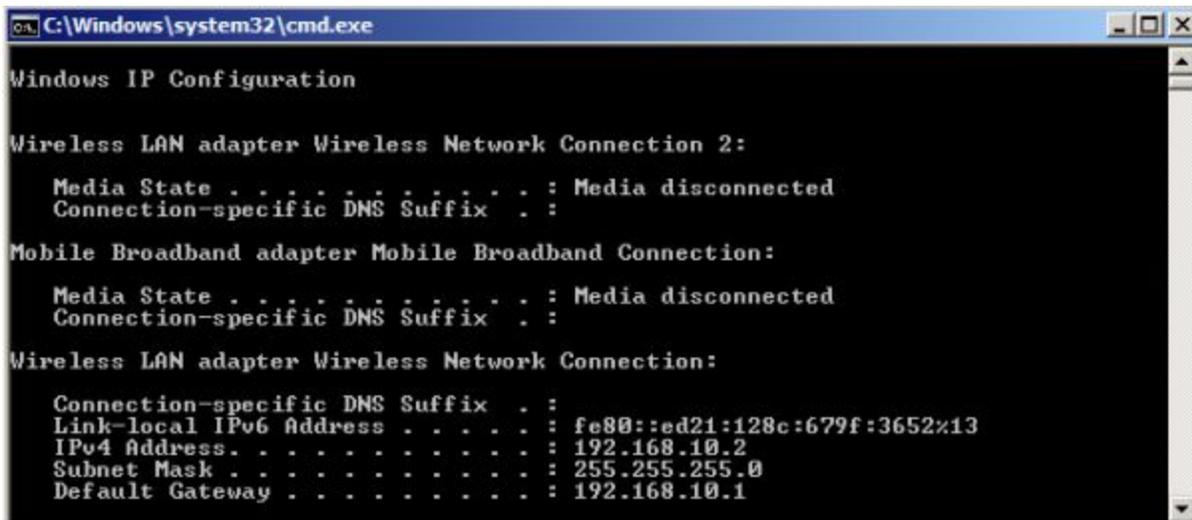
At the bottom of the window, there is a search bar labeled "Enter Key Words:" with a "Search" button and a "Close" button.

Network Setup

Multiple Devices: If you have multiple devices that use our POS system, you will need to set up the network for each of them. Each POS station will need to have a **fixed IP address**, allowing them to communicate with each other. If the POS stations are unable to interact with each other, check to see if windows firewall is turned off, it is mandatory for it to be turned off in order for it to work.

To set up the **fixed IP address** you will need to find the current one. You can do so by doing the following:

1. Open command prompt and type in "ipconfig."



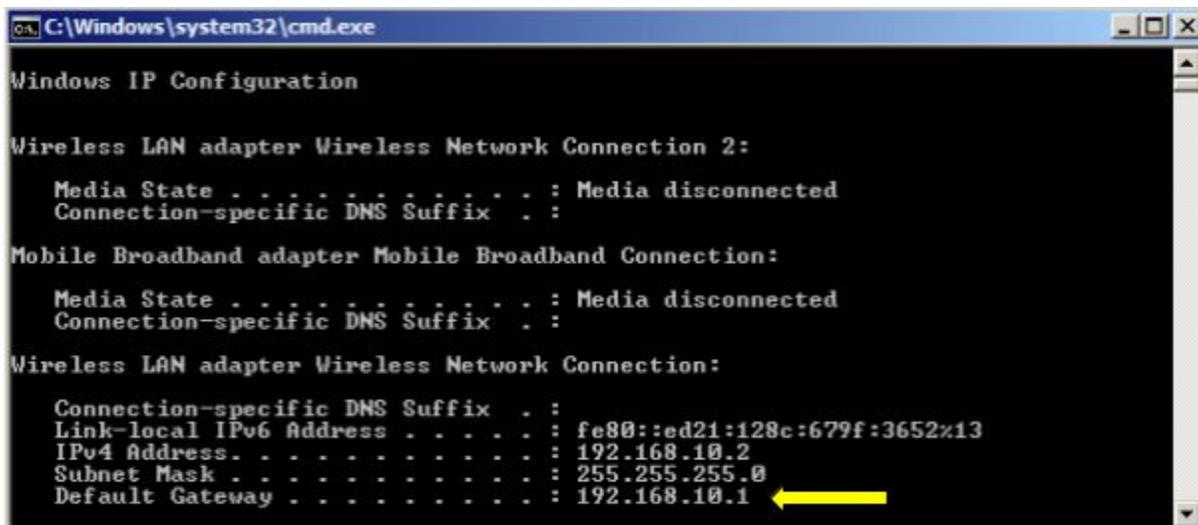
```
C:\Windows\system32\cmd.exe
Windows IP Configuration

Wireless LAN adapter Wireless Network Connection 2:
    Media State . . . . . : Media disconnected
    Connection-specific DNS Suffix  . :

Mobile Broadband adapter Mobile Broadband Connection:
    Media State . . . . . : Media disconnected
    Connection-specific DNS Suffix  . :

Wireless LAN adapter Wireless Network Connection:
    Connection-specific DNS Suffix  . :
    Link-local IPv6 Address . . . . . : fe80::ed21:128c:679f:3652x13
    IPv4 Address. . . . . : 192.168.10.2
    Subnet Mask . . . . . : 255.255.255.0
    Default Gateway . . . . . : 192.168.10.1
```

2. Find the Default Gateway, highlighted below by the arrow.



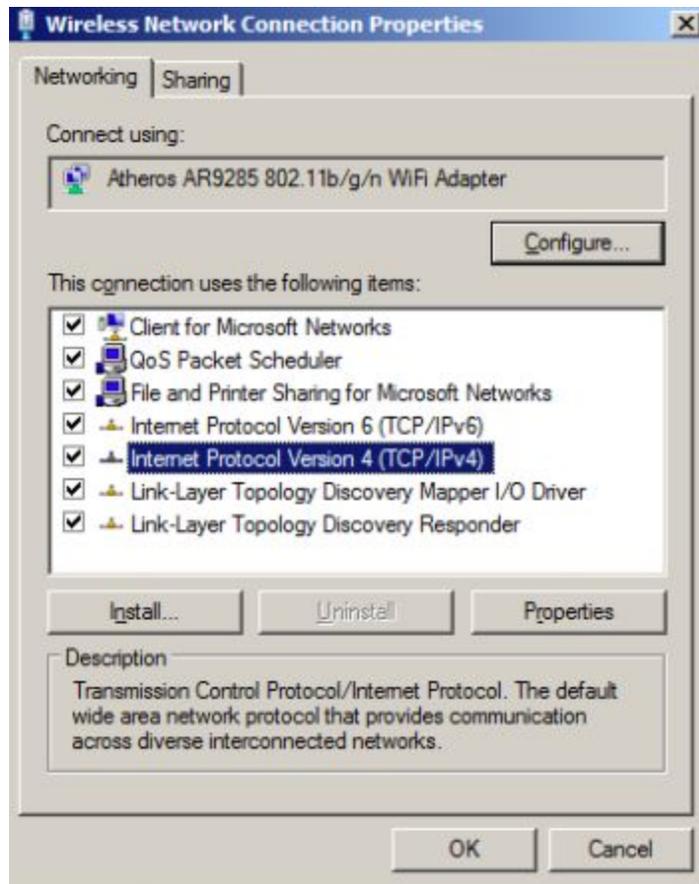
```
C:\Windows\system32\cmd.exe
Windows IP Configuration

Wireless LAN adapter Wireless Network Connection 2:
    Media State . . . . . : Media disconnected
    Connection-specific DNS Suffix  . :

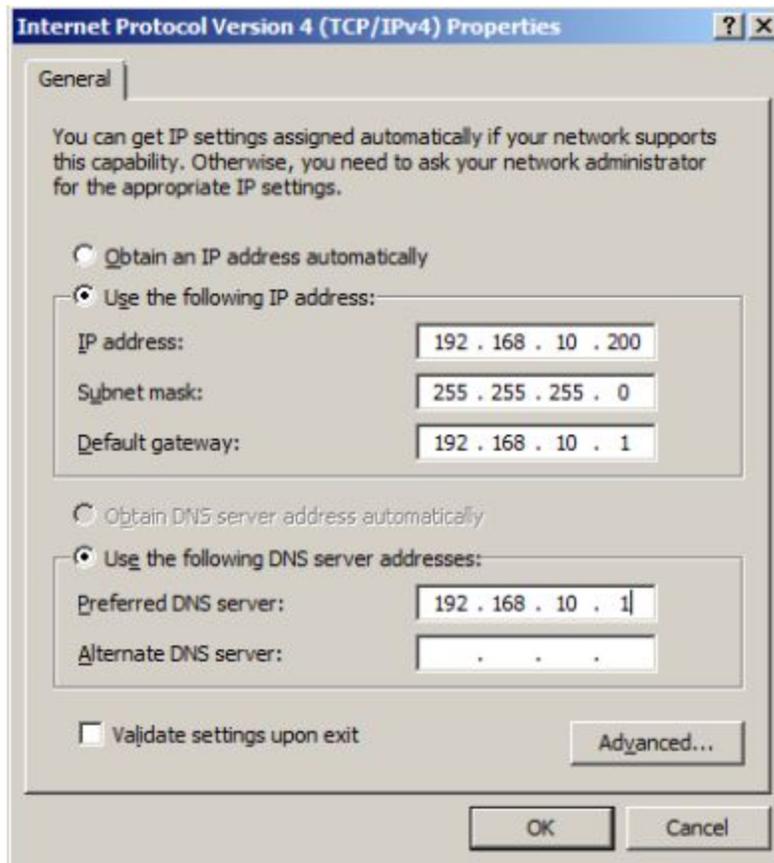
Mobile Broadband adapter Mobile Broadband Connection:
    Media State . . . . . : Media disconnected
    Connection-specific DNS Suffix  . :

Wireless LAN adapter Wireless Network Connection:
    Connection-specific DNS Suffix  . :
    Link-local IPv6 Address . . . . . : fe80::ed21:128c:679f:3652x13
    IPv4 Address. . . . . : 192.168.10.2
    Subnet Mask . . . . . : 255.255.255.0
    Default Gateway . . . . . : 192.168.10.1
```

3. After finding the Default Gateway, go to your Control Panel and click on Network Connections. Open the property dialog for the connection currently being used, then select Internet Protocol (TCP/IPv4), and then click on Properties, this is shown below.



4. A separate window should appear, enter the Fixed IP address that you would like to use.



5. After the Fixed IP address is set up, go to c:\supermenu, open host.txt file and change the localhost to the new fixed IP address.

Employee Setup

To create employees you will need to go back to the home screen, click on **All Set Up**, and then **Employee Set Up**. You should arrive at the following screen, shown below.

Employee Set Up

Active Employees

Driver
Manager
Waiter

Employee Display Name (Make it short): Since: Active View

Pin (Last 4 Digits of SSN suggested):

Card Pin:

Employee Full Name: First: Last:

Email:

Cell Phone Number (10 digits, no space):

Is the Employee a Manager: Hourly Rate: 0.0

Is the Employee a Shift Manager:

Is the Employee a Driver: Hourly Rate: 0.0

Is the Employee a Waiter: Hourly Rate: 0.0

Is the Employee a Bartender: Hourly Rate: 0.0

Is the Employee a Cashier: Hourly Rate: 0.0

Is the Employee a Host: Hourly Rate: 0.0

Is the Employee a Cook: Hourly Rate: 0.0

Is the Employee a Bus: Hourly Rate: 0.0

Is the Employee a Runner: Hourly Rate: 0.0

Is the Employee a Kitchen Staff: Hourly Rate: 0.0

Is the Employee a Dishwasher: Hourly Rate: 0.0

Is the Employee a Line Job: Hourly Rate: 0.0

Is the Employee Eligible for Overtime:

Default Hourly Rate: 0.0 Salary: 0.0

Commission Percentage: 0.0

Discount Limit: Dollar: Percent:

Default Cash Drawer Host:

Default Cash Drawer Port: Local Only:

Birthday:

Emergency contact: Phone: Name:

Default Screen: Main

Create New Employee Delete Schedule Permissions Save Close

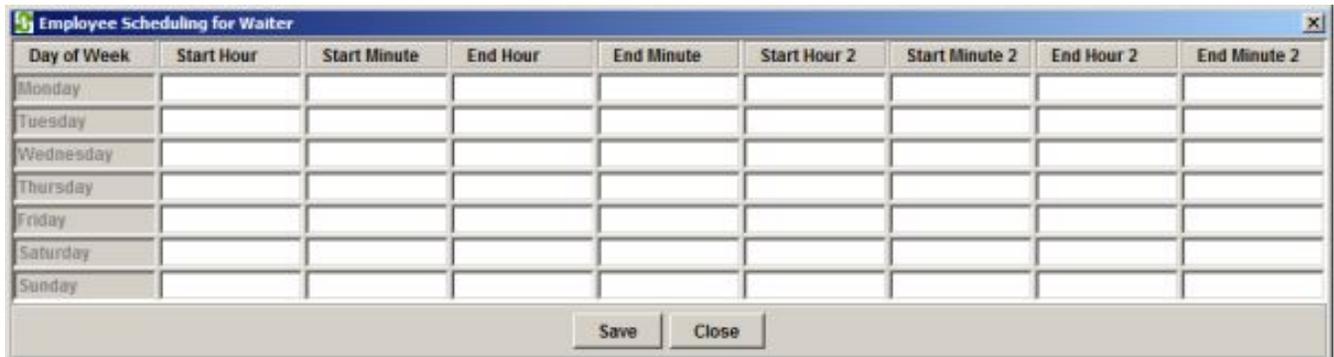
Creating an Employee Setup: You can create an unlimited amount of Employees. An employee can be a manager, cashier, driver, waiter, etc.

- To add a new Employee, click on the Create New Employee button.
- After you have created a new employee enter the employee's name. We suggest the name to be short, since it will be displayed on the table.
- Enter the PIN number (number only)
- Then enter the Card Pin, this is used as an alternative way of using the pin. To do so you will need a card, any card with a magnetic stripe will work, next you will need to click on the Card PIN field, after it is highlighted, you can transfer the pin number to the card by swiping.
- Check or Uncheck the box for active employee.
- To update an employee, click on the employee's name on the left, and the previous data of them should appear on the right.

Employee Restrictions: By default, non-manager employees only have access to do a limited amount of things. Managers have much more authority, though this can be restricted by clicking on the Permissions button and deselecting the options that you want to limit.



Employee Schedules: You can modify and create employee schedules by clicking on the Schedule button, the following window should appear:

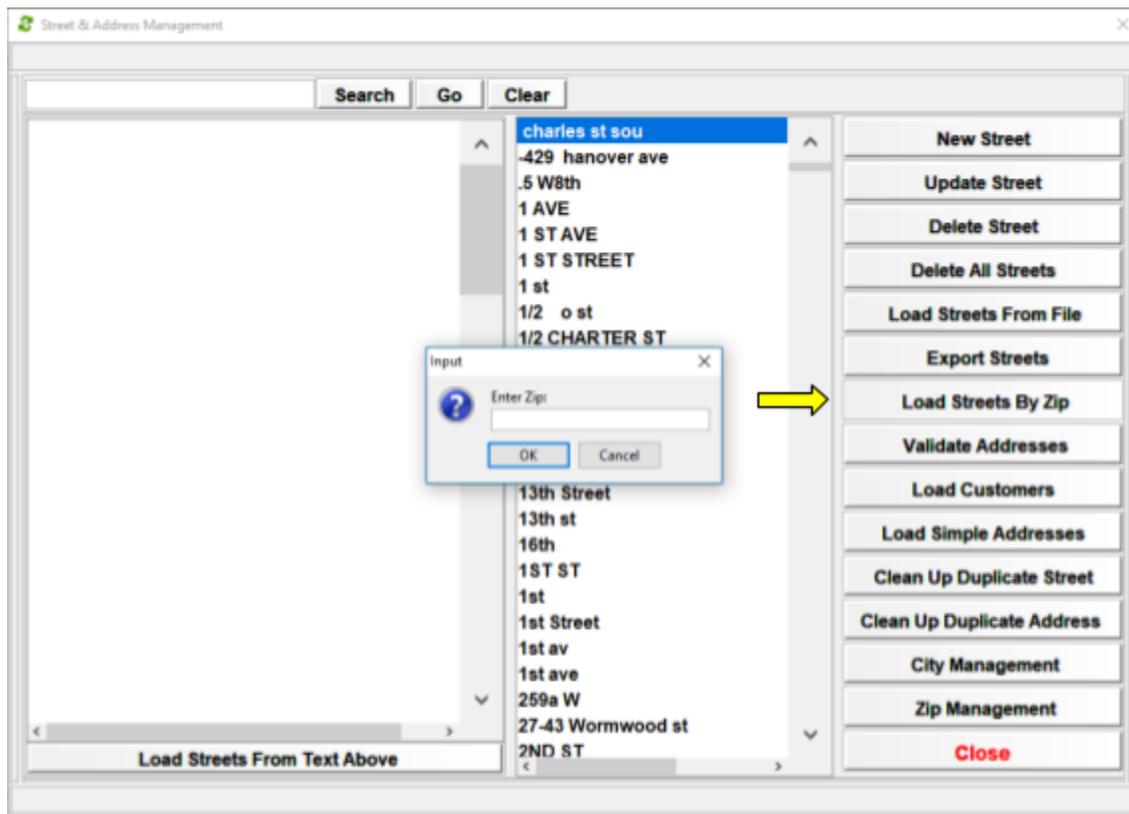


Street Setup

Street setup is used for restaurants that offer delivery service. Streets that are pre registered by the restaurant will appear on the the customer's screen. Customers are able to find their street in the list of pre registered ones, though if their street hasn't be previously recorded, they will have to enter their address manually.

Setting up streets: To set up streets, go to the homepage, then click on **All Set Up**, and then click on **Street & Address Management**.

The most efficient way to load and pre register streets is by zip code. By clicking on the button **Load Streets by Zip** shown below by the arrow, you can enter a zip code which will automatically load street names that use that zip code.



To validate an address, click the **Validate Address** button. Validating addresses will ensure that all your existing addresses for customers are valid and up-to-date. If you would like to add cities to system, click on **City Management**.

City Management: The listed cities will appear in a separate window that will appear on the customer's screen. Delivery charges will be added accordingly to the cities name.

The image shows a software window titled "Cities" with a standard Windows-style title bar. The window is divided into several sections:

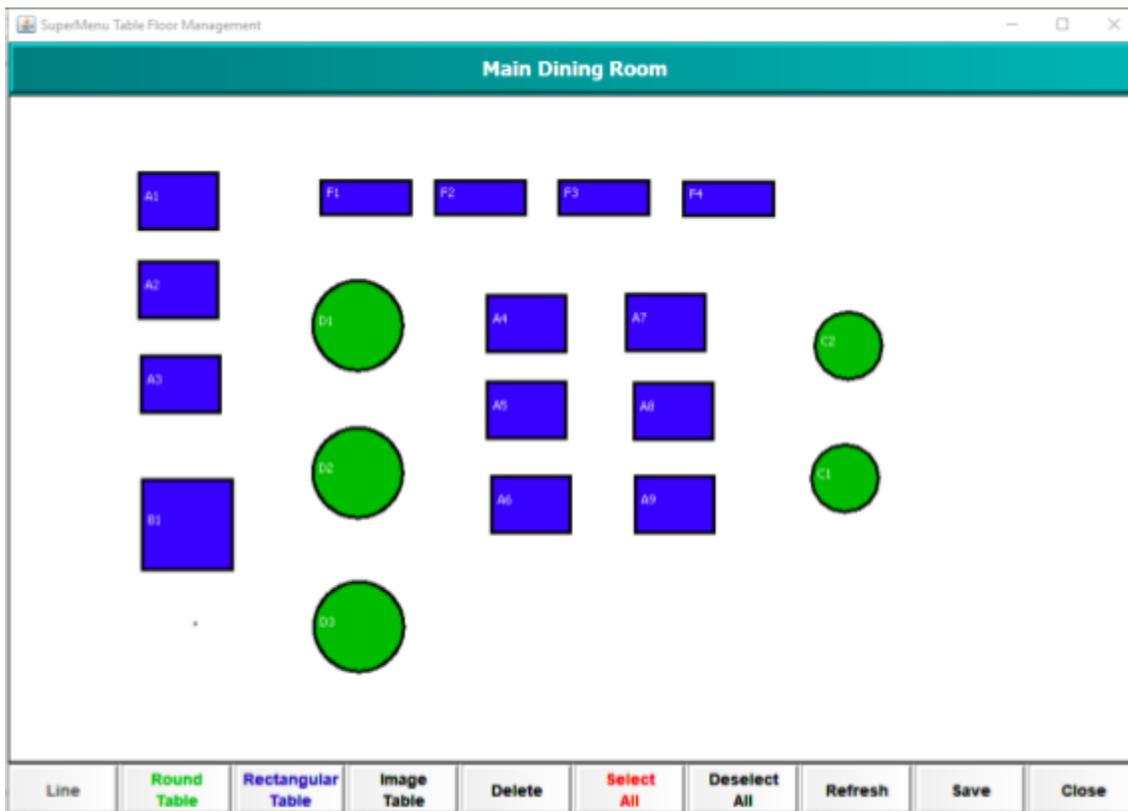
- Input Fields:** At the top, there are two input fields. The first is labeled "City Name:" and the second is labeled "Delivery Charge:". Both fields are currently empty.
- City List:** Below the input fields is a list of city names: "SPRINGFIELD", "ANNANDALE", "HERNDON", and "FALLS CHURCH".
- Action Buttons:** To the right of the city list is a vertical stack of five buttons: "Save", "New", "Delete", "Delete All", and "Load".
- Footer:** At the bottom of the window is a wide button labeled "Close".

Floor/Table Setup

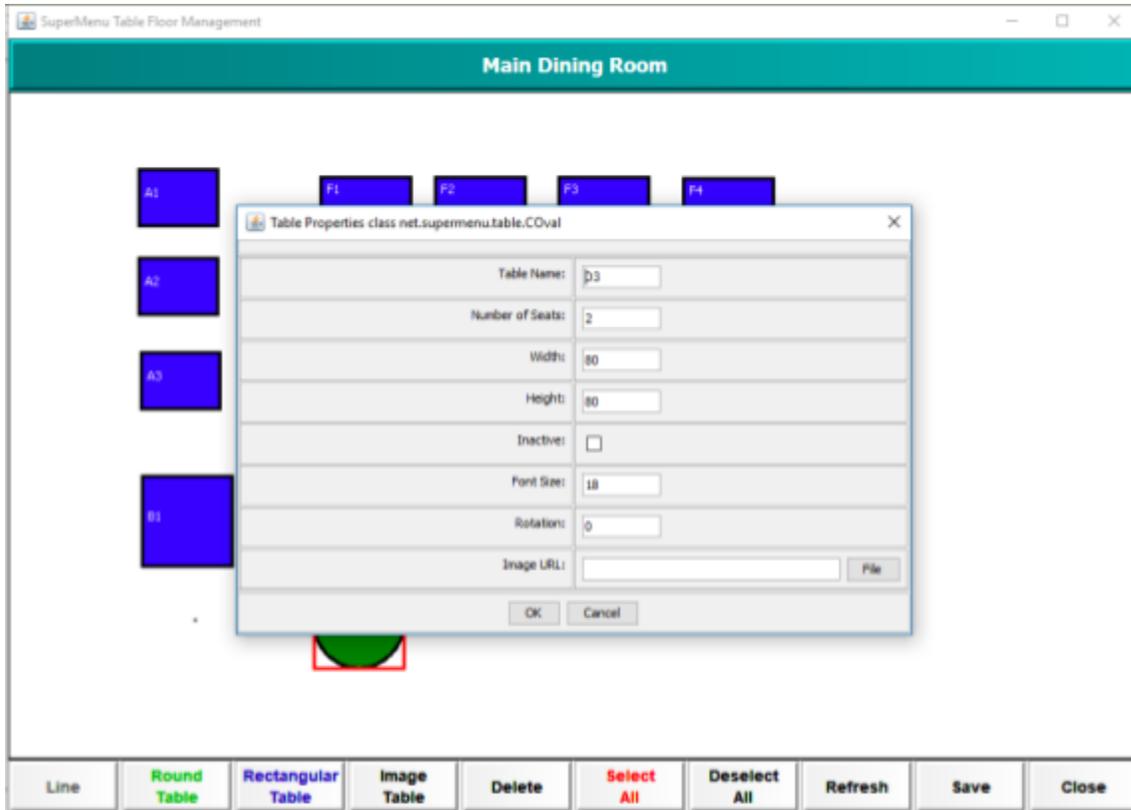
For dine-in restaurants, you will need to set up a table layout. Customization is enabled, allowing you to design your layout suitably to the floor plan of your restaurant. Designs are visually simple and straightforward.

Table Setup: To set up the table layout, go to the home screen, click on **All Set Up**, and then **Floor & Table Set Up**.

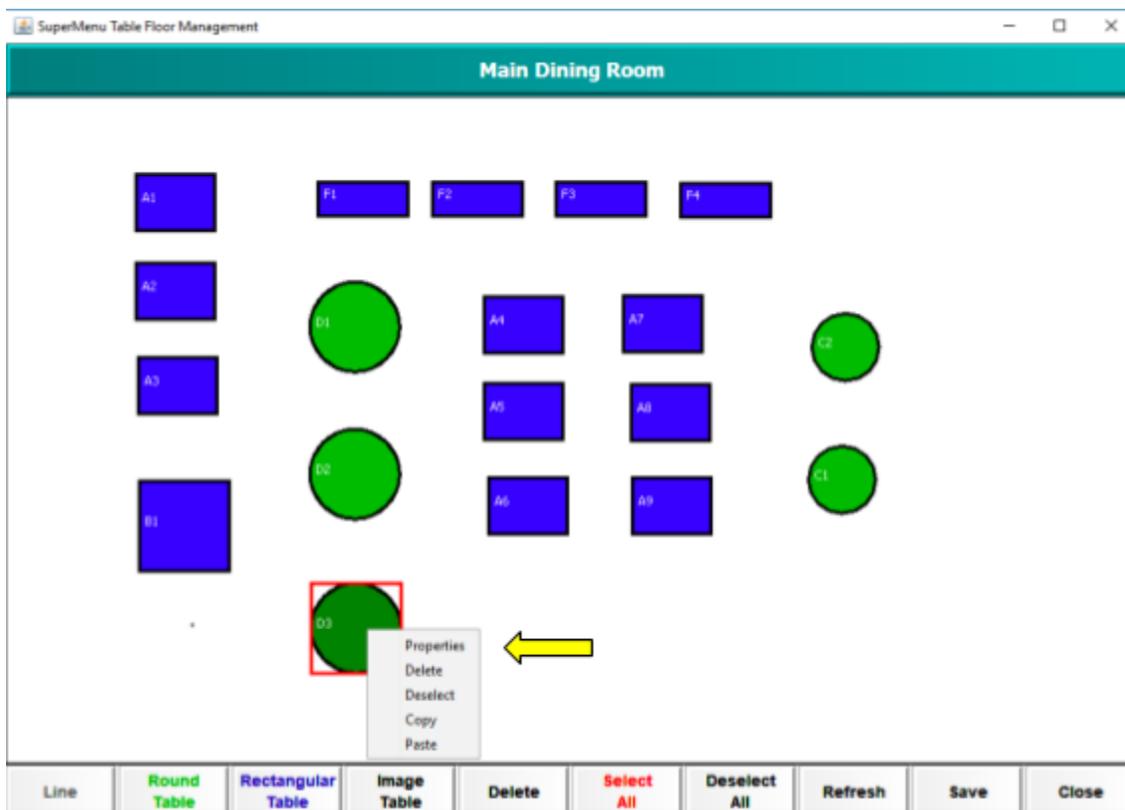
Example of a table setup:



Customizing your Table Setup: To add a table, either round or rectangular, click on the button **Round Table** or **Rectangular Table**. After selecting the type of table you would like, click on the screen where you would like to place the table. A table should appear and by double clicking (with a mouse or touchpad), a separate window, shown below, should appear allowing you to change the size of the table, the name, number of seats etc.



Tablet customization: If you are using a tablet to customize your table setup, the only difference that you will need to do, is rather than double tapping on the table to modify it, you will instead hold down the table until a window appears and click **Properties**, this is highlighted below by the arrow.



Marketing Setup

Supermenu POS has some of the best marketing features, such as Email Marketing, Online Specials, Customer Loyalty, Label Mailing, etc.

Supermenu Online is the integrated extension of Supermenu POS. It focuses on improving customer relation management and marketing aspects of restaurant operations.

The best marketing for restaurants is word of mouth. Restaurants get most of their sales from recurring customers. Therefore, the most effective ways of restaurant marketing is making the existing customers happy, encouraging them to come back for more business, and letting them spread the word.

Supermenu POS and Integrated Online Service revolve around the Mealage concept. The Mealage concept can be compared to the airline industry's mileage programs. These programs reward customers "points", based on how much they spend on a restaurant order.

Ways to receive Mealage points:

- Placing online orders.
- Placing online reservations.
- The restaurant may decide to give customers Mealage points, as store credit, under the following situations:

1. If a customer is not satisfied with the food or service, and contacts the restaurant to complaint, the restaurant may send apologies to the customer along with store credits.

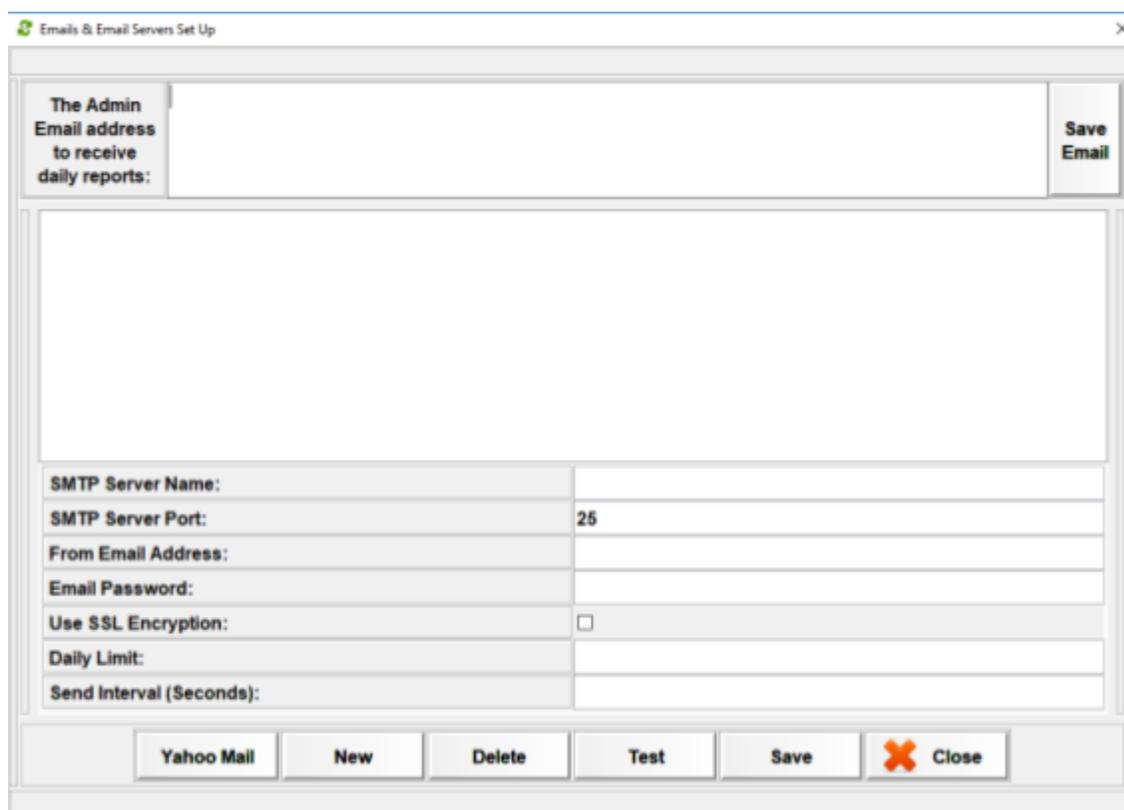
2. The customer gives praises, constructive comments or suggestions, as a compliment, the restaurant may give the customer points as well.

Ways customers may redeem store credits:

1. Applying the reward points to online orders as discounts.
2. Converting the points into an eGift certificate, which the customer will have print it out in order to use it in the restaurant.

Setting up Mealage Loyalty Program: Click on Online Loyalty Program Set Up: 1. Enter the Loyalty Percentage. For example, if the percentage is 5, it mean 5% of all online orders will be credited to the customer's online account

Email promotions & specials: Restaurants can send out coupons and email specials to customers. To do so, you will need to set up the mail server first. First go back to the home screen, then click on **Marketing**, and then **Email & Server Set Up**, the following screen should appear.



The Admin Email address to receive daily reports:	
<input type="text"/>	
SMTP Server Name:	<input type="text"/>
SMTP Server Port:	25
From Email Address:	<input type="text"/>
Email Password:	<input type="text"/>
Use SSL Encryption:	<input type="checkbox"/>
Daily Limit:	<input type="text"/>
Send Interval (Seconds):	<input type="text"/>

Buttons: Yahoo Mail, New, Delete, Test, Save, Close

Setting up Email servers:

Setup the SMTP server: If you use godaddy, the SMTP server is smtpout.secureserver.net

Setup the SMTP port: 80 for godady or 25, which is the default for most service providers.

Attach an email address: This is the email address that needs to be set up with the service provider.

Password: The password for the email account.

SSL Encryption: Some service providers, such as gmail, require SSL.

Daily limits: Most service providers impose Daily SMTP limits, godady's daily limit is 250, and yahoo and gmail's are around 100. If you need to send more emails than the daily limits, you can set up multiple email servers.

Multiple Email servers: You can set up multiple mail servers if you have many emails to send out each day. The software will automatically alternate the email server accounts while sending emails. This will ensure that you stay within that limits imposed by internet service providers. These limits will only allow a certain number of emails to be sent daily.

Setting up Customers Emails:

1. The online ordering website will provide a page for customers to sign up.
2. You can also enter the customers information, including email and text, via the POS system.
3. You can manage the emails by going to the home screen, then **Management**, and then **Customer Set Up**.

Sending Email or Text: For text messages, the maximum number of characters is 140, and you will need to select the email address(es) to send either the email or text message.

Using Text Messages for Promotions: To send text promotions to your customers, you will have to add their number into the POS system if their number hasn't already been pre recorded. The easiest way to do so is to go to the home screen, click on **Marketing**, then **Send Text Messages** and a separate window should appear, shown below.

The screenshot shows a software window titled "Email Marketing - Send Text Messages". The window contains the following elements:

- Message Subject:** A text input field.
- Message Body:** A large text area for composing the message content.
- Select email addresses (0) below:** A header for a list of email addresses, which is currently empty.
- Email Server Settings:** A vertical stack of buttons on the right side of the address list, including "Select All", "Deselect All", "Add", "Update", and "Delete".
- Bottom Bar:** Three buttons labeled "Preview", "Send", and "Close".

Then click on **Add**, which is highlighted below by the arrow.

Message Subject:

Message Body:

Select email addresses (0) below: | Email Server Settings

Select All
Deselect All
Add
Update
Delete

Preview Send Close

A separate window should pop up, shown below. Add the number and provider.

Message Subject:

Message Body:

Select email addresses (0) below: | Email Server Settings

Select All
Deselect All
Add
Update
Delete

Preview Send Close

Add Email

Email:

First Name:

Last Name:

10-Digit Wireless Number:

Wireless Provider:

Birth Month:

Save Close

Setting up coupons: To set up coupons, first go to the home screen, then click on **Marketing**, and then on **Coupon Set Up**, the following screen should show up. Enter the coupon's name, description, coupon code, percentage, discount amount, expiration date, etc.

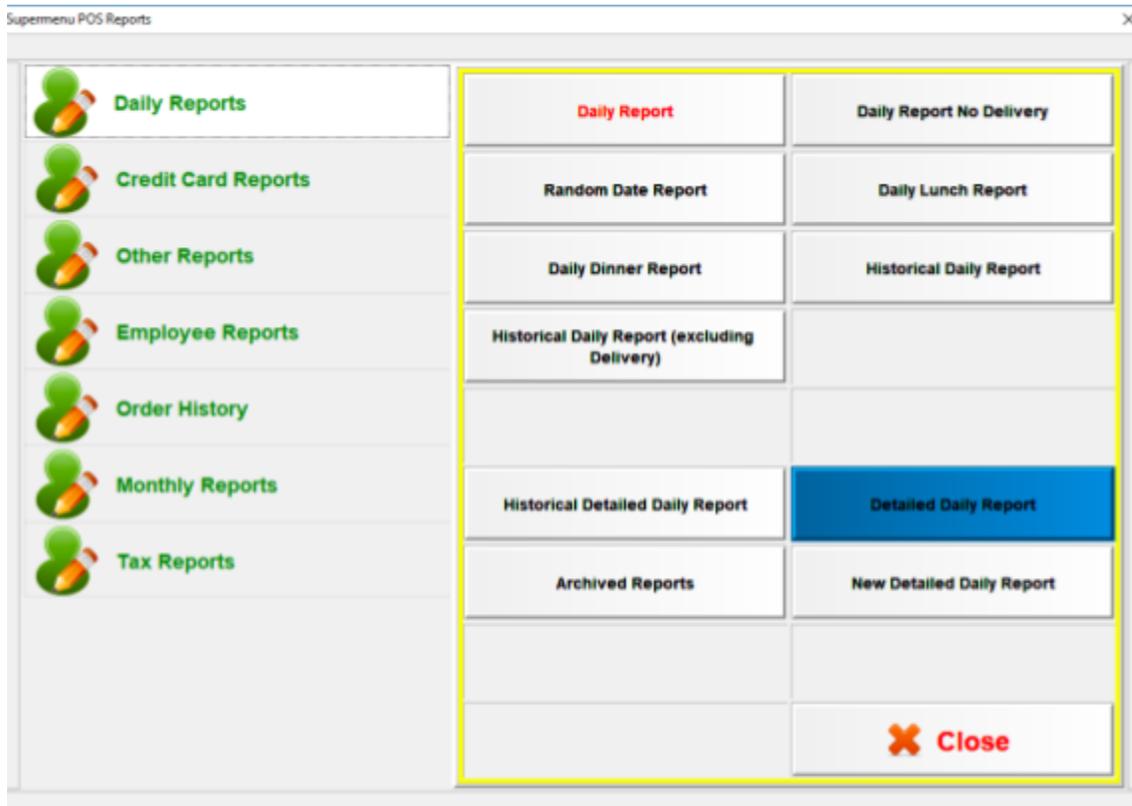
The screenshot shows a 'Coupon Set Up' window with the following fields and controls:

- Active Coupons:** A list box on the left side.
- Coupon Name:** A text input field with a yellow highlight.
- Coupon Code:** A text input field.
- Coupon Description:** A text input field.
- Coupon Restrictions:** A text input field.
- Coupon Amount Off:** A text input field.
- Is the Coupon Percentage-Off coupon?:** A checkbox.
- Is the Coupon an Item coupon?:** A checkbox.
- Minimum Order Amount to qualify:** A text input field.
- Maximum Discount Amount:** A text input field.
- Valid on (Monday to Sunday):** A row of checkboxes for M, T, W, TH, F, S, and SU, all of which are checked.
- Coupon Expiration Date (YYYY/MM/DD):** A date selector showing 2099 / 12 / 31.
- Display Sequence:** A dropdown menu set to 0.
- Buttons:** A grid of buttons including 'Create Coupon', 'Upload Coupons', 'Save', 'Delete', 'Deactivate', 'Send Text', 'Send Email', and 'Close'.

Sending and using coupons: To send coupons to customers, you can do this directly via email or text message. To redeem a coupon, click on the Coupons button on the discount screen, then find the matching coupon and apply it to the order.

Reports

Supermenu POS provides a wide variety of reports. To access them, go to the home screen, then **Reports & History**. You should arrive at the screen shown below.



Daily Report: The most frequently used report is **Daily Report**, this report gives the restaurant owner a summary of daily transaction and data.

Example of a Daily Report:



The screenshot shows a window titled "Daily Report" with a table of transaction data. The table has three columns: "Name", "Count", and "Amount". The data is as follows:

Name	Count	Amount
Pick-Up	0	0.00
Carry-Out	0	0.00
Delivery	0	0.00
Dine-In	0	0.00
Average	0	0.00
Paid Orders	0	0.00
Open Orders	0	0.00
Check Payment	0	0.00
Cash Payment	0	0.00
Credit Payment	0	0.00
Credit Tips		0.00
Total Charges		0.00
Account Payment	0	0.00
Account Tips		0.00
Total Account		0.00
GiftCard Payment	0	0.00
GiftCert Payment	0	0.00
Payouts		0.00
Delivery Charge		0.00
Total	0	0.00
Total - Gift	0	0.00
Discounts		0.00
VOIDS	0	0.00
Total Tax		0.00

Below the table is a row of action buttons: "Print as Receipt", "Show as Image", "Cashdrawer", "Show as HTML", "Show as Excel", "Upload Report", "Email Report", "Commit Lunch", and "Close".

Driver Dispatcher

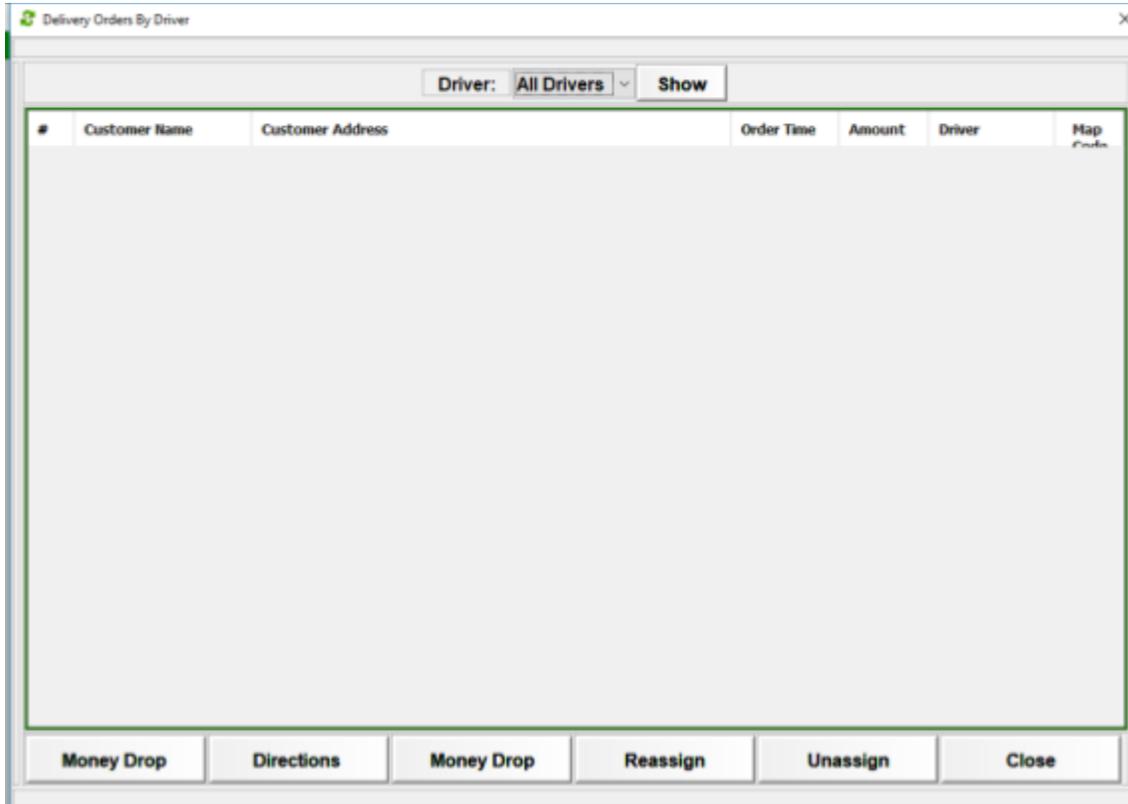
Driver Dispatcher is used by Restaurants that offer Delivery service, the feature manages drivers and deliveries. To access the **Driver Dispatcher Screen**, go to the home screen and then click on **Delivery Dispatcher**, the following screen will appear.



Delivery Orders: These orders will be displayed in the order they are received, if the color of the order is red, it means it has been more than 60 minutes from receiving the order.

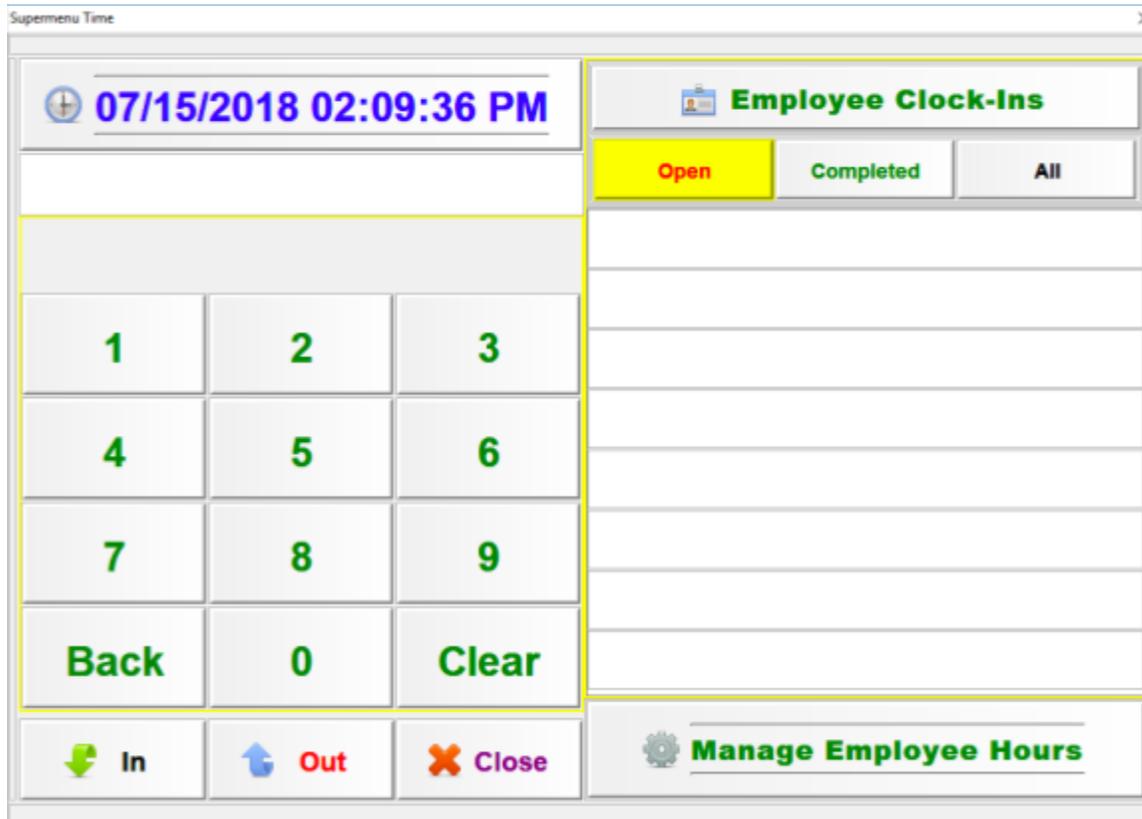
Assigning Drivers: To assign a driver by manager, highlight the order(s) and select the driver, then click on **Manager Assign**, and enter the password. If a driver wants to assign orders to themselves, they can do so by highlighting the order(s), then clicking on self-assign, and then entering the password.

Viewing Orders Assigned by Drivers: To view the orders by drivers, go to the **Driver Dispatcher Screen** if you're not already there (how to get there can be found at the top of the first page) and click on **Orders By Driver**, the following screen will appear.



Time & Attendance

Supermenu POS provides a time management system for tracking employee clock in, clock out, shifts, hours, etc. To view the time management system go to the home screen, and then click on **Time & Clock**, the following screen should appear.



Employee Usage: On the time card screen (screen on the left), an employee can clock in by entering their PIN number and pressing “In”. To clock out, enter the PIN again and click on “Out”.

Viewing and Managing Employee Hours: To See and manage employee Hours, click on **Manage Employee Hours** which is located on the bottom right of the screen. A separate screen should appear, shown below.

Select Date to Show Employee Hours

Select From Date		Select To Date	
Year	2018	Year	2018
Month	07	Month	07
Day	09	Day	15

Select a week starting on: 2018/07/09

Select All Employees Set Up Employees

Active Employees

- Driver
- Manager
- Waiter

Time Management

Supermenu Time Management allows you to view and manage employee attendance and shifts for payroll and management purposes.

To view employee hours report, select the time range then select the employees, and click on Hours Report button. You will be able to print the report, or view it as image, html or Excel files.

To manage employee shifts, click on show shifts to show all the shifts for the selected employees and time range. You can click on the Update button to update the start time or end time of a shift if needed.

To create a new shift in case an employee forgot to punch in and punch out, click on Create Shift button.

To set up employees, you can click on the Set Up Employee Button. You can also set up Schedules for employees to make sure they can only clock in where they are in the schedule to work.

Hours Report Summary Hours Report Weekly Hours Report Show Shift/Hours

Create Shift/Hours Close

Viewing Employee Shifts: You can view multiple employee shifts that include data such as hours, sales, tips, etc.

Manage Employee Shift: This option allows managers to view and modify employee shifts.

Manage Employee Shifts

Create Shift for Waiter

Punch In Time:		Punch Out Time:	
Year		Year	
Month		Month	
Day		Day	
Hour		Hour	
Minute		Minute	
Second		Second	
Start Cash:			
End Cash:			

Type: Save Close

Gift Cards

Supermenu POS includes features for managing gift cards and gift certificates at no additional costs. To sell gift cards, you first will need to create a menu category for the gift cards. To do so, go to the home screen, then **All Set Up**, then **Menu Set Up**, and then **Menu Category Set Up**, you should see the screen shown below.

<input checked="" type="checkbox"/>	Name	Type	Items	Modifiers	Edit	Image	Save
<input checked="" type="checkbox"/>	Starters						
<input checked="" type="checkbox"/>	Beverages						
<input checked="" type="checkbox"/>	Pasta						
<input checked="" type="checkbox"/>	Make Your Own Pizza						
<input checked="" type="checkbox"/>	Specialty Pizza						
<input checked="" type="checkbox"/>	Gourmet Pizzas						
<input checked="" type="checkbox"/>	Subs						
<input checked="" type="checkbox"/>	Wings						
<input checked="" type="checkbox"/>	Pitas						
<input checked="" type="checkbox"/>	Salads						
<input checked="" type="checkbox"/>	Wraps						
<input checked="" type="checkbox"/>	Desserts						
<input checked="" type="checkbox"/>	SANDWICHES						
<input checked="" type="checkbox"/>	COLD & FRESH SUBS						

Upload Delete All Display Printers Close

Then click on **Edit**, the screen below should appear. And finally check off **Gift Card Category**, this is shown below by the arrow.

The screenshot shows a software window titled "Menu Set Up -> Menu Category Set Up -> Edit Category - Gift Card". The window contains a list of configuration options on the left and a corresponding set of checkboxes on the right. Several checkboxes are checked, and their corresponding rows are highlighted in yellow. A yellow arrow points to the "Gift Card Category?" checkbox, which is also checked.

Option	Checked
Description:	
Description 2:	
Description 3:	
Upsale Message:	
Type:	Other
Non-English Name:	
Additional Tax Rate:	
Use Standard Tax Rate?	<input checked="" type="checkbox"/>
Hide Button Text:	<input type="checkbox"/>
Hide Category:	<input type="checkbox"/>
Non-Taxable?	<input type="checkbox"/>
Non-Taxable Carry-Out?	<input type="checkbox"/>
Non-Taxable for Tax2 for Carry-Out?	<input type="checkbox"/>
Tax-Inclusive?	<input type="checkbox"/>
Barcode Category?	<input type="checkbox"/>
Is Coupon?	<input type="checkbox"/>
Is Eligible for Discount?	<input checked="" type="checkbox"/>
Show On the Website?	<input checked="" type="checkbox"/>
Carry-Out?	<input checked="" type="checkbox"/>
Dine-In?	<input checked="" type="checkbox"/>
Lunch Only?	<input type="checkbox"/>
By Weight?	<input type="checkbox"/>
Seat Required?	<input type="checkbox"/>
Course Required?	<input type="checkbox"/>
Gift Card Category?	<input checked="" type="checkbox"/>
Loyalty Category?	<input type="checkbox"/>
Eligible for Buy One Get One Free?	<input type="checkbox"/>
Send First?	<input type="checkbox"/>
Size Name After?	<input type="checkbox"/>
Scroll?	<input type="checkbox"/>
Is Inventory Category?	<input type="checkbox"/>
Self-Order?	<input checked="" type="checkbox"/>
Always Show Modifiers?	<input type="checkbox"/>
Label?	<input type="checkbox"/>
Print On Receipt?	<input checked="" type="checkbox"/>
Valid on (Monday to Sunday):	Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun <input checked="" type="checkbox"/>

Buttons: Save, Close

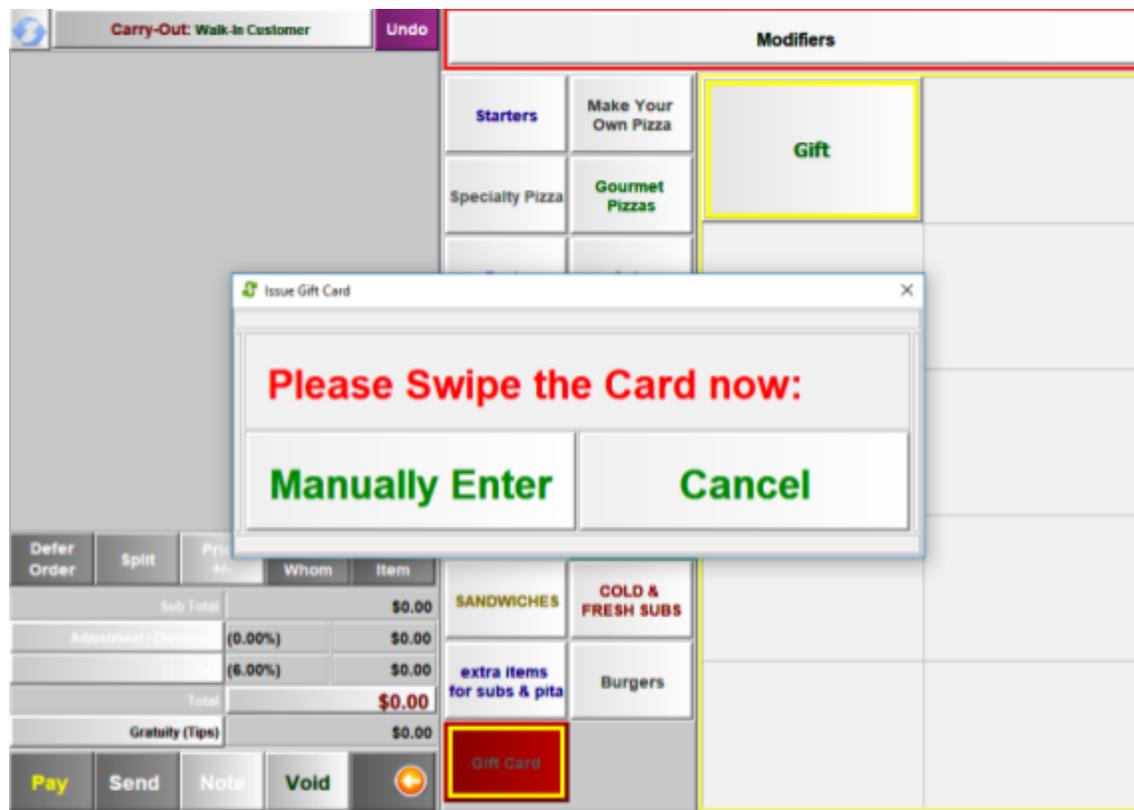
Example of Gift Card Set Up: This is highlighted below by the arrow.

The screenshot shows a window titled "Menu Set Up -- Menu Category Set Up". The window contains a table of menu categories. A yellow arrow points to the row where the name is "Gift Card" and the type is "Other".

	Name	Type	Items	Modifiers	Edit	Image	Save
X	Desserts						
X	SANDWICHES						
X	COLD & FRESH SUBS						
X	extra items for subs & pita						
X	Burgers						
	Gift Card	Other					
X							
X							
X							
X							
X							
X							
X							
X							
X							
X							

Buttons at the bottom: Upload, Delete All, Display, Printers, Close

Buying Gift Cards: To buy a gift card, click on the Gift option while making an order. If the card doesn't have a set amount, enter the amount you would like to put in the card. A separate window should appear asking you to either swipe your card or enter it manually, this is shown below.



Redeeming Gift Cards: To redeem a gift card, click on **Gift**, this can be found on the bottom of the payment screen. Then swipe your card or manually enter it, the payment will automatically be reduced by the gift card amount.

Online Set Up

To set up your online account, first get a restaurant ID and online password. Enter the restaurant ID in the license screen of the POS, then click on **Online Set Up** and enter the online password.

Business Set Up:

1. To set up your online business account, first go to the home screen, then click on **Online Set Up**, and then **Restaurant Set Up**. The screen below should appear.

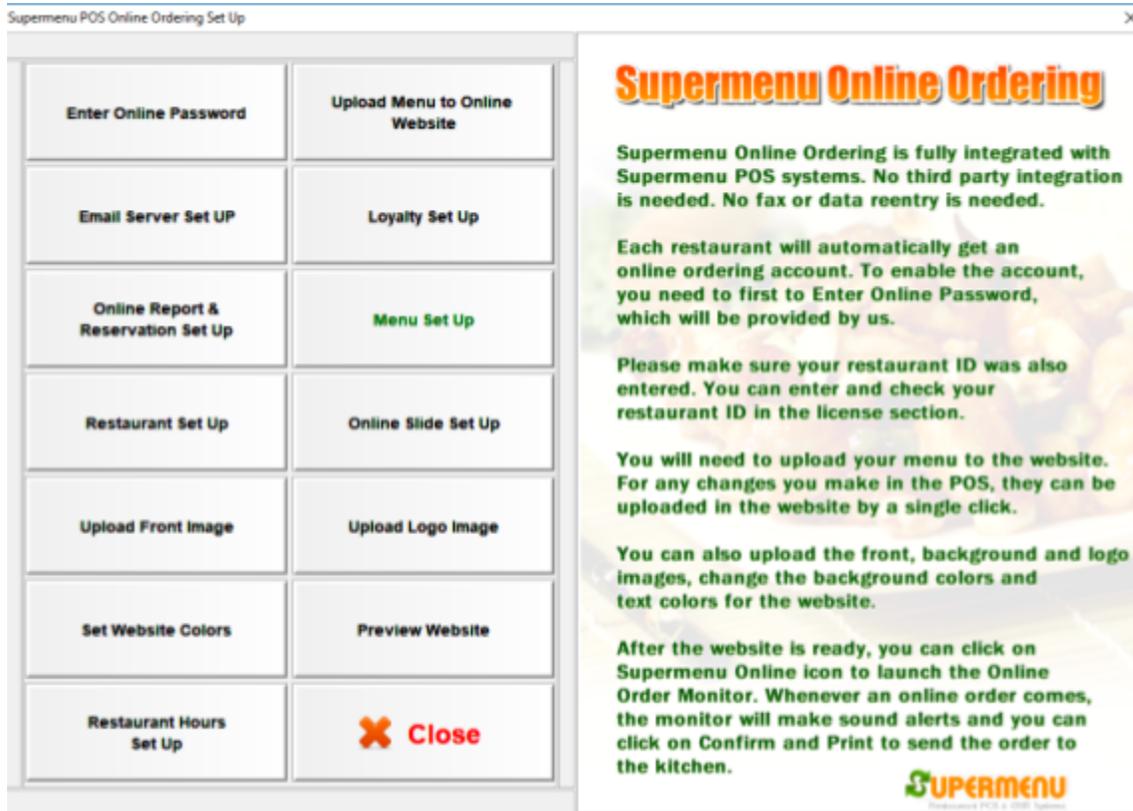
The screenshot shows a 'Business Set-Up' window with the following fields and controls:

- Business Name: [Text Field]
- Address Line 1: [Text Field] Address Line 2: [Text Field]
- City: [Text Field] State: [Dropdown Menu] Zip Code: [Text Field]
- Tax Rate (%): [Text Field]
- Phone Number: [Text Field] Fax Number: [Text Field]
- Email: [Text Field]
- Web Site: [Text Field]
- Minimum Delivery Amount: [Text Field] Minimum Delivery Dinner Amount: [Text Field]
- Maximum Delivery Distance: [Text Field]
- Description: [Text Field]
- Cuisine Types: [Text Field]
- Delivery Commission for Drivers: [Text Field]
- Delivery Charge to Customers: [Text Field]
- Online Ordering Host: <http://www.mealage.com>
- First Web Order Discount Percentage: [Text Field]
- All Web Order Discount Percentage: [Text Field]
- Twitter URL: [Text Field]
- Facebook URL: [Text Field] Google Map URL: [Text Field]
- eGift Enabled:
- FTP Set Up: Server: [Text Field] User ID: [Text Field] Password: [Text Field]
- Online Payment Set Up: Page Name: [Text Field] Page Key: [Text Field]

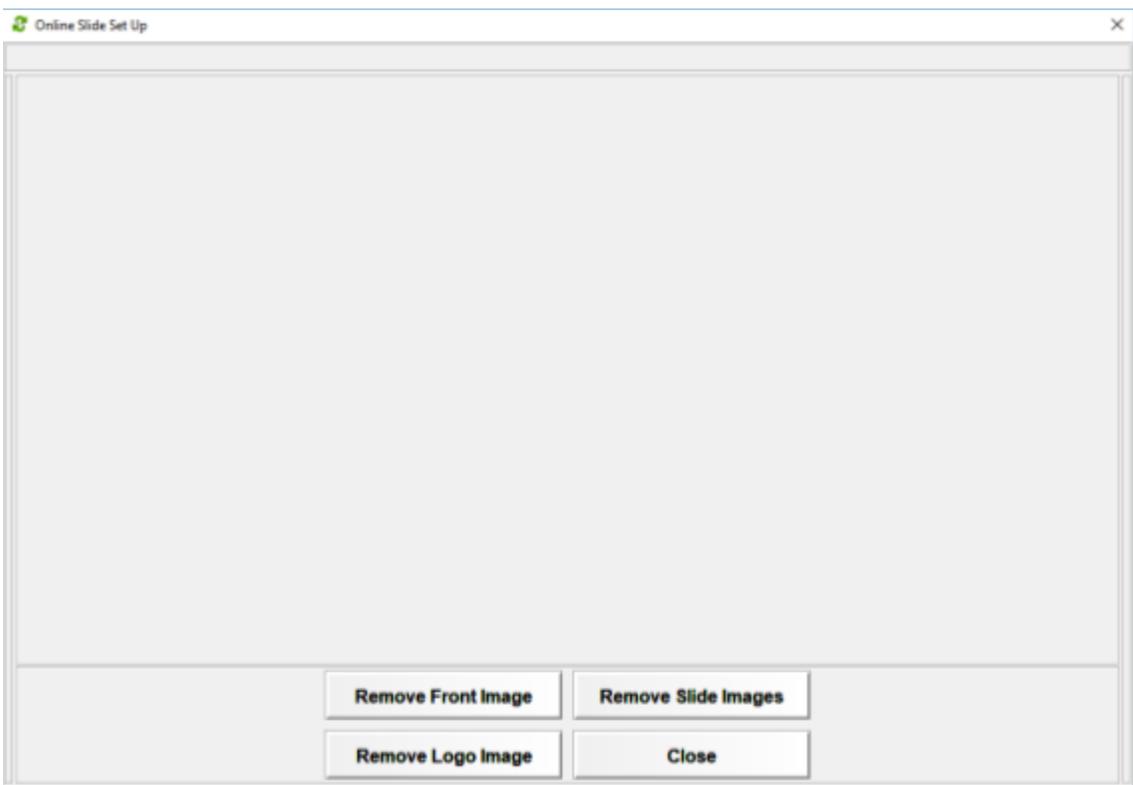
Buttons at the bottom: More, Credit Set Up, Online Key Set Up, Save, Close

2. Enter your restaurant's Information such as name, address, phone, website, etc.
3. Please make sure that the restaurant website and email address is entered correctly, since this will be used as communications between customers and the restaurant.
4. Enter the online ordering host which is www.mealage.com.
5. Enter the Web Order discount percentage.
6. Enter URLs for FaceBook and Twitter, these URLs will be displayed on the online ordering website allowing customers to go to the restaurant's Twitter and Facebook page.
7. Enable eGift.

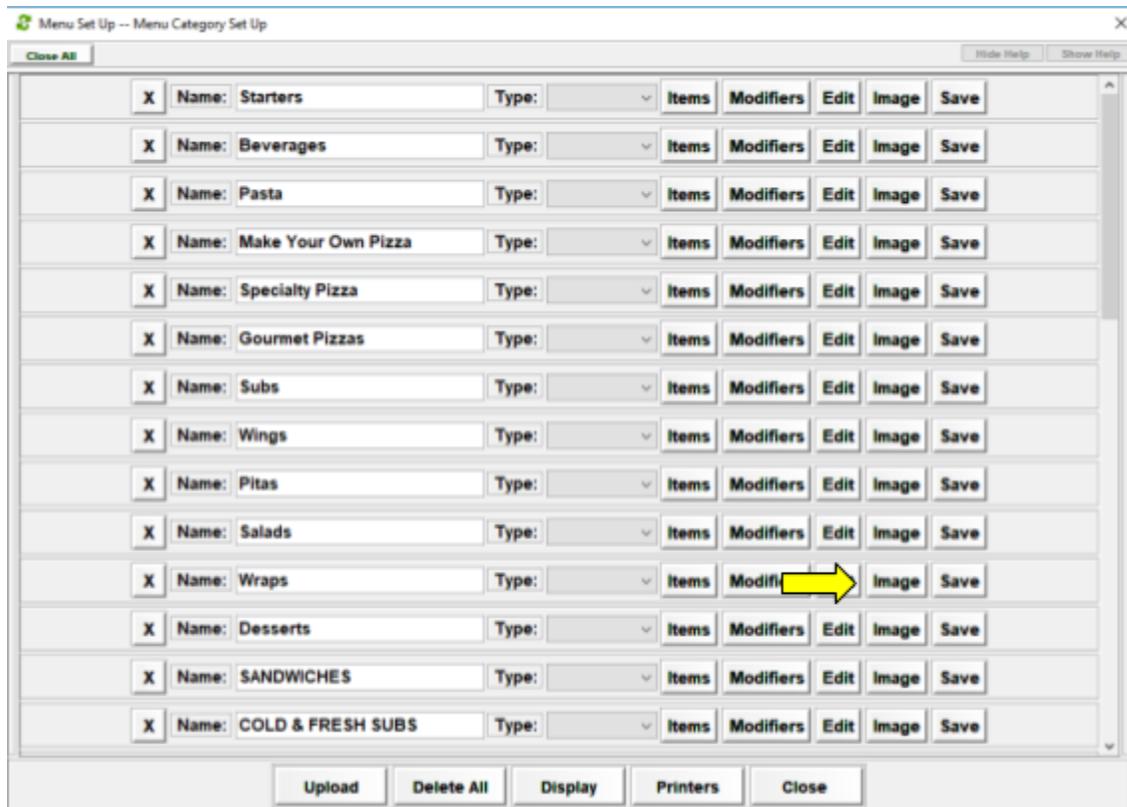
Uploading Images: From the **Online Set Up** screen, upload the front image and logo image for your website. Click on either **Upload Front Image** or **Upload Logo Image** to do so.



Setting up Slide images: This is for adding multiple images to form a slide show on the front page of the website, you can upload up to 9 images, this is shown below.



Setting up the Menu & Menu Images: Click on **Menu Set Up**, then click on **Image** which is located next to the category name, highlighted below by the arrow. To upload the image from the category to the website, click on **Items** which will show all the subcategories, then click on **Image** next to the item name that you would like to upload the image for. After the images has been uploaded, you can click on **Upload Menu To Online Website**, this will upload the menu to your website.



Setting up Website colors: The website can have 6 different colors for the background and 5 different colors for the text color of the website. To change the colors, click on **Set Website Colors**, then click on **Save to Web** to upload them.

Color Name	Hex Code	Color Swatch	Action
General Background Color	FFFFED		Enter HEX
Top Bar Mouse Over Background Color	FFF5BB		Enter HEX
Top Bar Default Background Color	F4F0C1		Enter HEX
Menu Item Mouse Over Background Color	FFFBBB		Enter HEX
Side Bar Default Background Color	CC4444		Enter HEX
Side Bar Mouse Over Background Color	448800		Enter HEX
General Text Color	008800		Enter HEX
Menu Item Description Text Color	33BB33		Enter HEX
Category Text Color	33BB33		Enter HEX
Menu Item Name Text Color	008800		Enter HEX
Side Bar Default Text Color	FFFFFF		Enter HEX

Save to Web Close

Online Orders: Every time an online order arrives, the computer will alert you with a beeping sound and the program will come to the front. You can click on **Confirm & Print** to print the order receipt which will also print to the kitchen.

Split Payment

Split checks and split payments are two of the most complex operations that a restaurant needs to deal with daily, though Supermenu POS is able to handle these situations easily and efficiently.

Split Payments: Split Payments happens when a single customer wants to pay an order with multiple payments such as half cash and half credit. Another scenario is when multiple customers want to pay a single check separately but they don't mind what the amount is, even if it's not based on what they ordered individually. Though it's more often to have cases when customers want to split even. In this case, the original check is preserved and multiple payments will be attached to the check.

To do split a payment, click on **Split Payment**, this will be shown on the payment screen, this is highlighted below by the arrow.

The screenshot shows the Supermenu POS interface. On the left, the order list includes '1 8" Sub Chicken Pita' for \$8.49. Below the order list is a summary table:

Defer Order	Split	Price +/-	For Whom	Modify Item
		Sub Total		\$8.49
		Adjustment / Discount (0.00%)		\$0.00
		(6.00%)		\$0.51
		Total		\$9.00
		Gratuity (Tips)		\$0.00

At the bottom left are buttons for 'Pay', 'Send', 'Note', and 'Void'. The main payment screen is titled 'Please Select Payment Type' and lists options: CASH, CHECK, VISA, MASTERCARD, DISCOVER, AMEX, and ACCOUNT. A yellow box highlights these options. To the right, there are logos for VISA, MasterCard, DISCOVER, and American Express. Below the logos is a 'Cash Drawer' section showing 'Total Amount: 9.00'. There are also fields for 'Gratuity (Tips)', 'Notes', 'Cash Tended: \$', and 'Change: \$'. A numeric keypad is visible with buttons for digits 1-9, 0, and 'Back'. At the bottom right, there are buttons for 'Price +/-', 'Gift', 'Split Pay' (highlighted with a yellow arrow), 'Done', and 'Go Back'.

After clicking on **Split Payment**, the screen shown below should appear, this will allow you to customize how you or the customer would like to split the payment.

Split Payment											X		
Total: \$9.0 - Enter the Split Amounts below:											Check Gift Card Balance		
											Delete	Print	Pay
											Delete	Print	Pay
1	2	3	4	5	6	7	8	9	0	.	Back Space	Clear	
Add Payments		Split by Item		Split Even All		Remaining		Add a Payment		Close			

You can manually split the check, or click on **Split Even All** to split the amount evenly among all payments. Once you're done, click on pay.

Split Checks

Split checks happen when a group of customers (normally dine-in customers) only want to pay exactly what they ordered individually. Therefore, an original check for a big table will be split into multiple checks with different payments.

To do a split check, when paying, click **Split Pay** and then **Split By Item**, the screen shown below should appear.

Split Checks for Table

Select the items on the left, and then click on the check on the right to add items to the check.

Name	Amount	Check
Baked Spaghetti -	8.99	
5 wings -	5.49	
Can Fanta Orange -	0.99	

Check 1	Check 2

Subtotal: \$0.00
Tax: \$0.00
Total: \$0.00
Payment:

Print Notes Delete Payment

Deselect All Items Select All Unselected Sort by Check Name Remove Check Name Cancel Split Add a Check Complete Split Print All Go Back To Payment Go Back To Order

The split payment screen will already have two checks set up, though if more is needed, click on **Add a Check**. A check will automatically be added, there is no limit to how many checks can be added.

To assign an item to a check, click on the item on the left and then click on the check. Do this for every item until all items are assigned to a check. Then click on **Payment** to pay the check.

You can pay the checks one by one until all checks are paid and the order will be closed. The original check will be canceled and the split checks will show that they were from the original check.

Money Drop

There are two types of money drops. One is driver money drop which happens in restaurants that offer delivery service. The driver will give the money to the restaurant at the end of the day or shift, and the system will calculate how much they owe to the restaurant based on the number of orders they delivered. The second type of money drops is by waiter money drop. The idea is very similar to driver money drop.

Driver Money Drop: To access the driver money drop screen, go to the home screen, then click on **Money Drop**, and then click on **Driver Money Drop**, and the following screen will appear.

From:		To:	
Year	2018	Year	2018
Month	07	Month	07
Day	21	Day	22
Hour	05	Hour	05

Cash Drawer **Driver Bank** **Orders of All Drivers** **Add Money Drop Entry** **OK** **Cancel**

On the screen, select the name of the driver and the range of time, then click on **OK** to show the orders delivered by the Driver. (Please see **Driver Dispatcher** to find out how to assign driver to orders)

Viewing Driver Deliveries: To view a driver's deliveries, click on **Summary** to show an overview of the delivery orders.

Driver Money Drop Summary

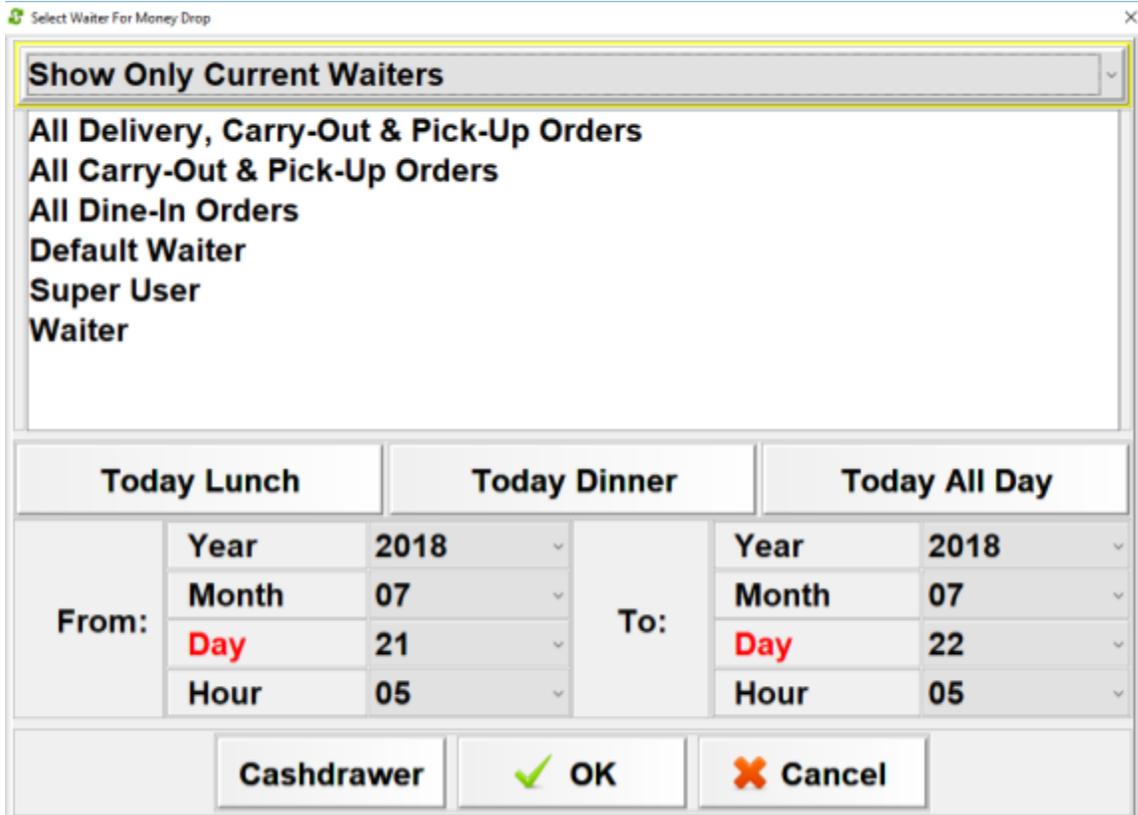
Driver Money Drop Summary
07/21/2018 05AM - 07/22/2018 05AM

Employee:	Driver
Number of Orders:	0
Total Credit Card:	0.00
Total Check:	0.00
Total Cash:	0.00
Total Gift:	0.00
Total Account:	0.00
Total Amount:	0.00
Commission:	0.00
Account Tips:	0.00
Credit Card Tips:	0.00
Total Tips:	0.00
Total Tips + Commission:	0.00
Cash Owed By Driver:	0.00
Total Delivery Charge:	0.00

Money Drop Details

Cashdrawer Print All Print Only Summary Show as HTML Close Close All

Waiter Money Drop: To go to the waiter money drop screen, go to the home screen, then click on **Money Drop**, and then click on **Waiter Money Drop**, the following screen will appear.



Select Waiter For Money Drop

Show Only Current Waiters

- All Delivery, Carry-Out & Pick-Up Orders
- All Carry-Out & Pick-Up Orders
- All Dine-In Orders
- Default Waiter
- Super User
- Waiter

Today Lunch		Today Dinner		Today All Day	
From:	Year	2018	To:	Year	2018
	Month	07		Month	07
	Day	21		Day	22
	Hour	05		Hour	05

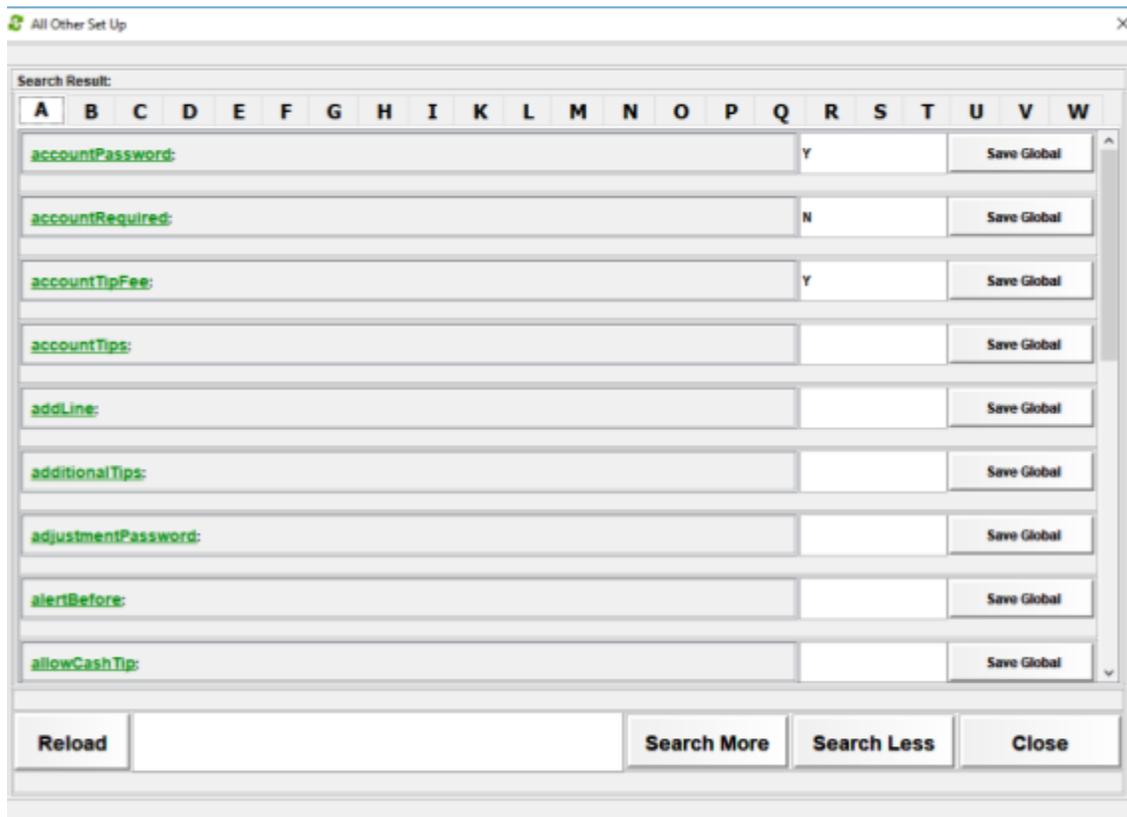
Cashdrawer OK Cancel

The rest is very similar to **Driver Money Drop**.

Other Configurations

Supermenu POS is an extremely versatile system that can handle numerous types of special requests from all kinds of restaurants.

From changing your social media to special properties needed to satisfy specific restaurant requirements, this can all be customized to your liking due to the POS's flexibility to meet your wants and needs. To do so, go to the home screen, then **All Set Up**, and then **Advance Set Up**, the screen below should appear.

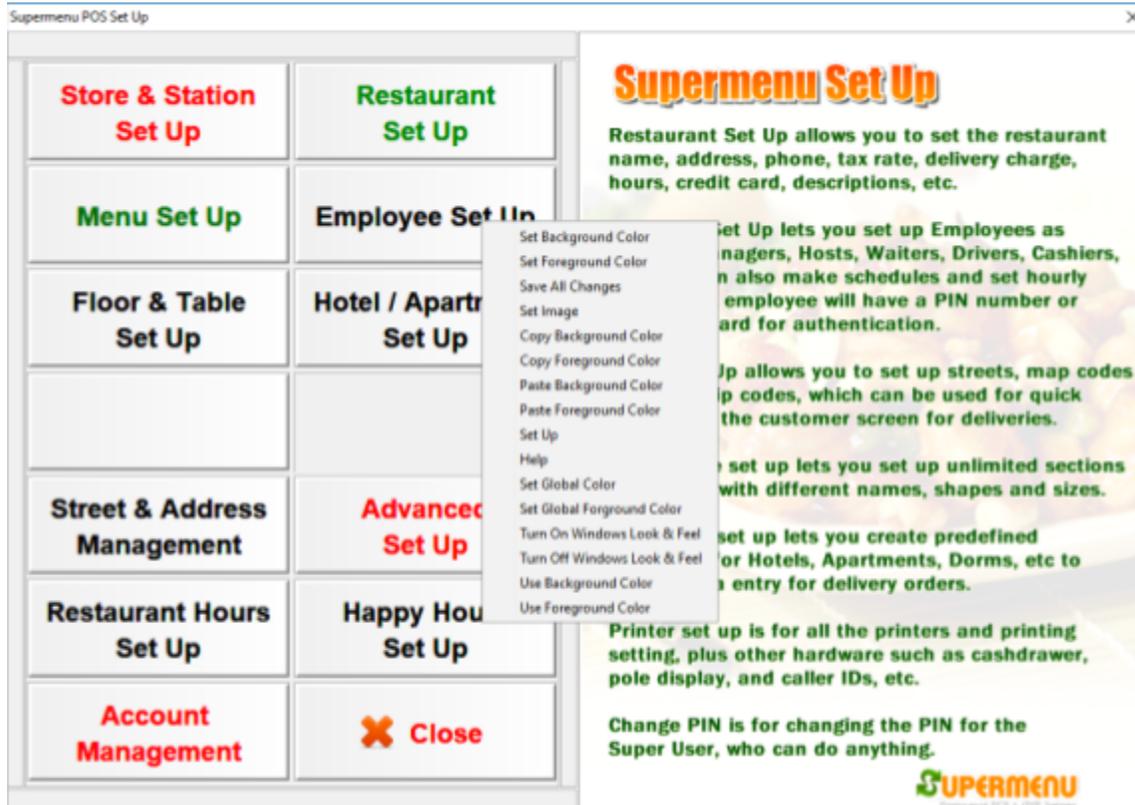


The screenshot shows a window titled "All Other Set Up" with a search result table. The table has columns for a search result, a value, and a "Save Global" button. The search results are as follows:

A	B	C	D	E	F	G	H	I	K	L	M	N	O	P	Q	R	S	T	U	V	W	
accountPassword:																Y						Save Global
accountRequired:																N						Save Global
accountTipFee:																Y						Save Global
accountTips:																						Save Global
addLine:																						Save Global
additionalTips:																						Save Global
adjustmentPassword:																						Save Global
alertBefore:																						Save Global
allowCashTip:																						Save Global

At the bottom of the window, there are four buttons: "Reload", "Search More", "Search Less", and "Close".

Customizing the POS: You can change the foreground, background, and graphic images of virtually all buttons on Supermenu POS. Simply right click or hold down on the button that you want to change. A popup menu will appear to let you customize the color or image for the button. After you have completed the changes, you need to click on **Save All Changes**.



Bar and Tabs

For Bar Restaurants, Supermenu POS has an open tab feature that allows bartenders to create unlimited open tabs for customers with credit card pre-authorizations. To do so you can either go to the home screen, then click on **Bar & Tabs** or go to **Dine In** and click on **Quick Tabs**, the following screen should appear.

The screenshot displays the 'Quick Tab: Walk-In Customer' interface. At the top, there is a title bar with 'Quick Tab: Walk-In Customer' and an 'Undo' button. Below this is a grid of menu categories and items. The categories include Starters, Specialty Pizza, Pasta, Wings, Salads, Beverages, Desserts, SANDWICHES, GOLD & FRESH SUBS, extra items for subs & pita, and Burgers. The items listed are: Make Your Own Pizza, Gourmet Pizzas, Subs, Pitas, Wraps, 2 Liter bottle Diet Coke, 2 Liter bottle Sprite, 2 Liter bottle Coke, 6 Pack Fanta Orange, 6 Pack Cherry Coke, 6 Pack Coke, 6 Pack Diet Code, 6 Pack Mr. Pibb, 6 Pack Root Beer, 6 Pack Sprite, Apple Juice, Bottled Water, Can Cherry Coke, Can Coke, Can Diet Coke, Can Fanta Orange, Can Mr. Pibb, Can Root Beer, Can Sprite, Ice Tea, Lemonade, and Orange Juice. A 'Modifiers' section is highlighted at the top right. At the bottom left, there is a summary table with columns for 'Defer Order', 'Split', 'Price +/-', 'For Whom', and 'Modify Item'. The table shows a sub-total of \$0.00, adjustments for 0.00% and 6.00% (totaling \$0.00), a total of \$0.00, and a gratuity of \$0.00. Below the table are buttons for 'Pay', 'Send', 'Note', 'Void', and a circular arrow icon. A 'Gift Card' button is also visible at the bottom center.

Defer Order	Split	Price +/-	For Whom	Modify Item
Sub Total				\$0.00
Adjustment / Discount		(0.00%)		\$0.00
		(6.00%)		\$0.00
Total				\$0.00
Gratuity (Tips)				\$0.00

Inventory Set Up

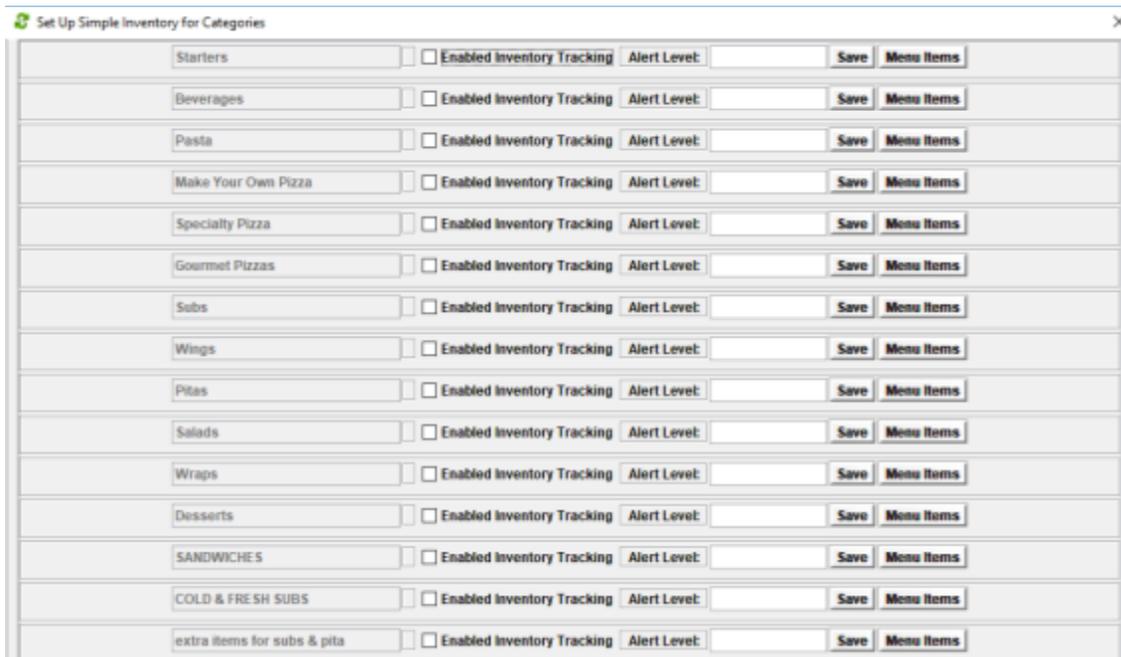
Supermenu POS provides multi-level inventory controls with different complexities to meet unique restaurant demands. In many cases, inventory control for restaurants can be extremely time-consuming and complicated due to the complexity of menus and separate factors.

SuperMenu POS created a simple inventory module for restaurants who just want to track basic and simple items that can be sold as retail items such as, pre-packaged drinks, desserts, chips, etc. Most of these items have barcodes and can be sold as a separate item.

To enable the inventory, you first will need to go to the home screen, then click on **All Set Up**, and then **Advance Set Up**. Then change inventory flag to “Y”. Please note that inventory tracking requires much more system resources of the server, so we suggest that you have at least 2G of memory on the server for the inventory.

Simple Inventory

Simple Inventory Set Up: For simple Inventory tracking, which tracks singular items such as drinks, liquor, dessert, etc, you will need to create inventory categories. To do so, go to the home screen, then click on **Inventory**, and then **Simple Inventory Set Up**. The screen below should appear, and you can check or uncheck the categories that you want to track.

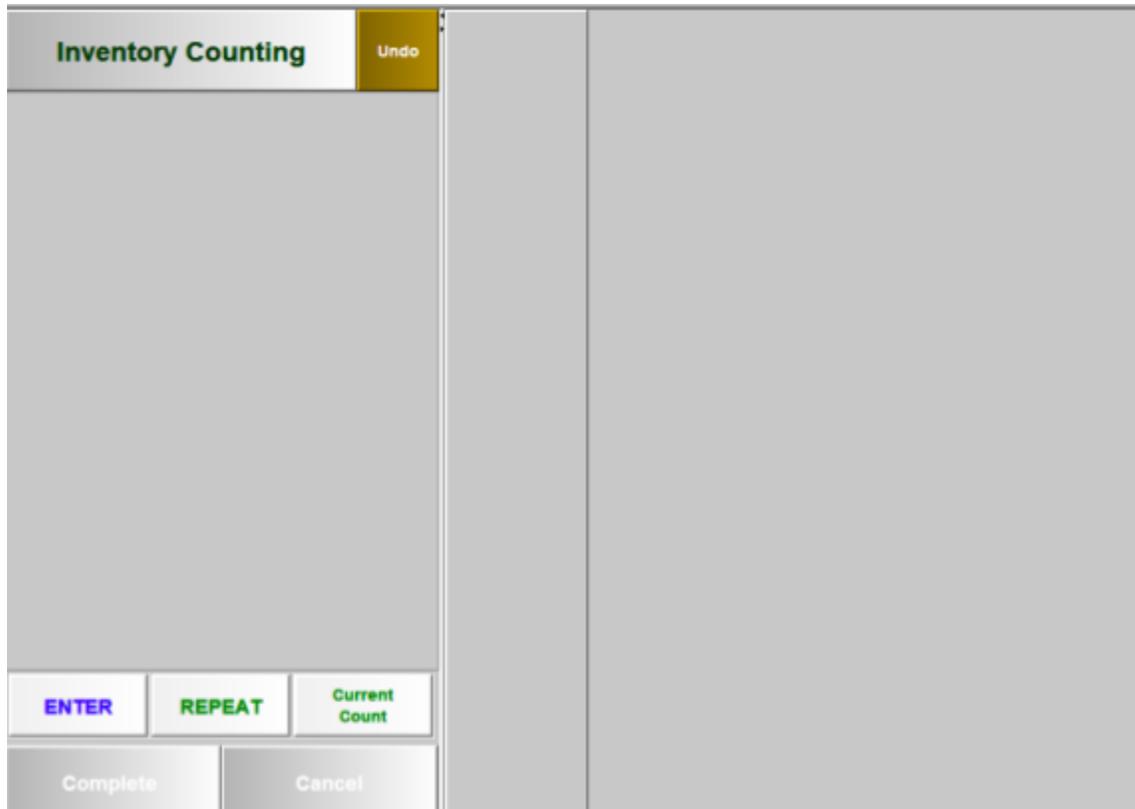


The screenshot shows a window titled "Set Up Simple Inventory for Categories" with a close button (X) in the top right corner. The window contains a list of menu categories, each with a text input field, a checkbox for "Enabled Inventory Tracking", an "Alert Level:" label with a text input field, a "Save" button, and a "Menu Items" button. The categories listed are: Starters, Beverages, Pasta, Make Your Own Pizza, Specialty Pizza, Gourmet Pizzas, Subs, Wings, Pitas, Salads, Wraps, Desserts, SANDWICHES, COLD & FRESH SUBS, and extra items for subs & pita.

Category	Enabled Inventory Tracking	Alert Level	Save	Menu Items
Starters	<input type="checkbox"/>		Save	Menu Items
Beverages	<input type="checkbox"/>		Save	Menu Items
Pasta	<input type="checkbox"/>		Save	Menu Items
Make Your Own Pizza	<input type="checkbox"/>		Save	Menu Items
Specialty Pizza	<input type="checkbox"/>		Save	Menu Items
Gourmet Pizzas	<input type="checkbox"/>		Save	Menu Items
Subs	<input type="checkbox"/>		Save	Menu Items
Wings	<input type="checkbox"/>		Save	Menu Items
Pitas	<input type="checkbox"/>		Save	Menu Items
Salads	<input type="checkbox"/>		Save	Menu Items
Wraps	<input type="checkbox"/>		Save	Menu Items
Desserts	<input type="checkbox"/>		Save	Menu Items
SANDWICHES	<input type="checkbox"/>		Save	Menu Items
COLD & FRESH SUBS	<input type="checkbox"/>		Save	Menu Items
extra items for subs & pita	<input type="checkbox"/>		Save	Menu Items

After the inventory categories are specified, you can perform inventory countings and simple inventory replenishment track.

Simple Inventory Counting: To perform simple inventory counting, click on **Simple Inventory Counting**, this can be found by going to the home screen, and then **Inventory**. After clicking on **Simple Inventory Counting**, the following screen will appear.



On the **Simple Inventory Counting** screen, you can add items to the **Inventory Counting** bar manually or by barcode scanning. Once you are done, click on **Complete** to finish the counting.

Simple Inventory Replenishment: Simple inventory replenishment lets you track the addition of items in your inventory since the last counting.

Simple Inventory Reconciliation Report: Simple inventory reconciliation report allows the system to calculate the depletion of inventory and give you the current inventory levels.

The report will show you:

1. The item's name.
2. The most recent count of the item at the time that you have selected.
3. The count of the item from the replenishments since the time selected.
4. The count of the item that have been sold since the time selected
5. The expected current count of the item, which equals the following:
column 2 + column 3 – column 4

Low Inventory Alert Set Up: To set up low inventory alert go to the home screen, then click on **All Set Up**, then **Menu Set Up**, and then **Menu Category Set Up**. Select a subcategory, then click **Item** and then click on **Inventory**, the screen shown below should appear. On the screen, enter the inventory level threshold for the item and then click **Save**. When inventory level falls below the threshold, a warning message will appear when you try to add the item to an order.

The screenshot shows a software interface for setting up inventory alerts. The main window is titled 'Menu Set Up -> Menu Category Set Up -> Category - Salads'. A modal dialog box titled 'Simple Item Inventory Set Up' is open, showing the 'Inventory Set Up for Item - Chicken Casear Salad - on: 2018/07/21'. The dialog contains the following fields and controls:

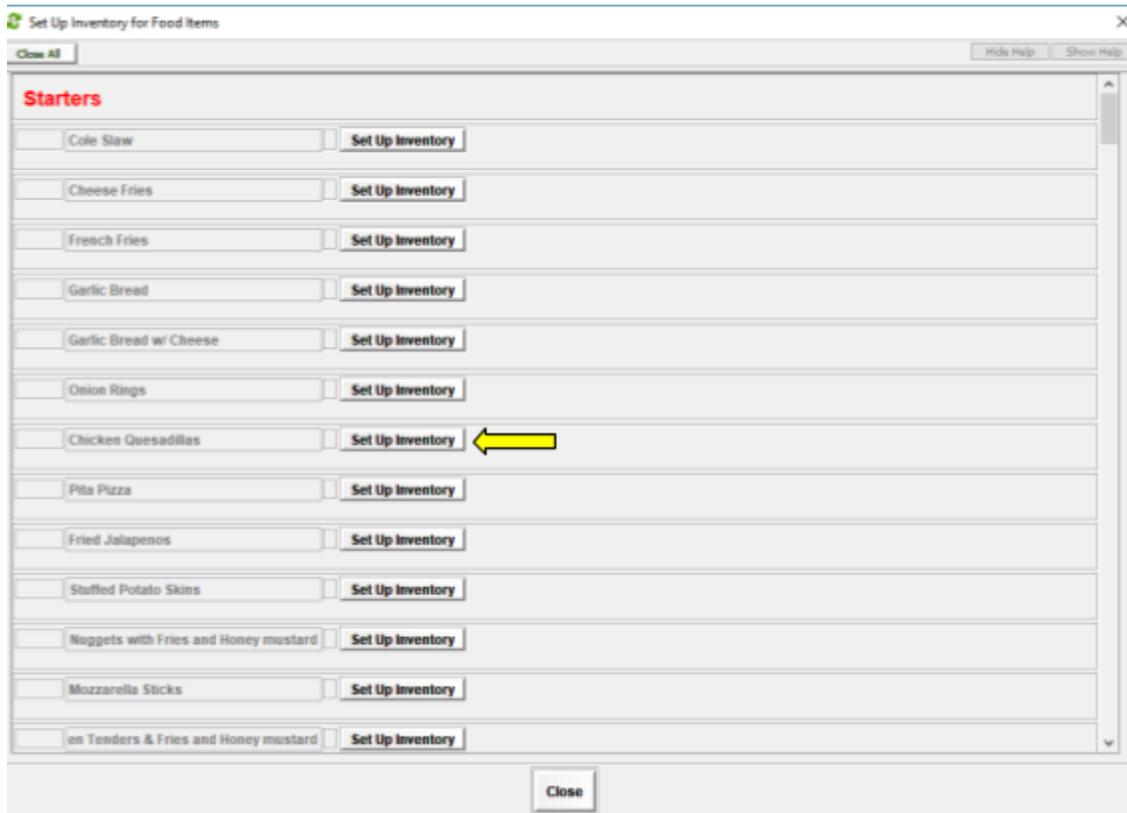
- Enable Inventory Tracking Alert for Chicken Casear Salad
- Inventory Level Alert Threshold: [Text Input Field]
- Initial Count: [Text Input Field]
- Buttons: Save, Close

The background window displays a table of menu items with columns for Name, Price, Abbreviation, Modifiers, Edit, Image, Inventory, and Special Hours. The 'Inventory' column is highlighted in red for each item.

Name	Price	Abbreviation	Modifiers	Edit	Image	Inventory	Special Hours
Chicken Tikka Salad	9.99						
Chicken Casear Salad	9.99						
Small House Salad	3.5						
Large House Salad	5.99						
Greek Salad							
Tuna on Top							
Caesar Salad							
Grilled Chick							
Grilled Chick							
Gyro Salad							
Ranch Dress							
Blue Cheese							
French Dres							
Thousand Isl							
Honey Mustard Dressing	0.99						
Cream Italian Dressing	0.99						
Ceasar Dressing	0.99						
Fat Free Ranch & Italian	0.99						

At the bottom of the main window, there are buttons for 'Update All Prices', 'Display', 'Sizes', 'Move', and 'Close'.

Menu Inventory Set Up: To set up inventory items for the menu, go to the home screen, then click on **Inventory**, then **Detailed Inventory**, and then **Set Up Menu Inventory**. On the set up menu inventory screen, click **Set Up Inventory** next to an item, this is shown below by the arrow.



Happy Hour Set Up

Happy Hour Set Up: To set up happy hours, go to the home screen, then **All Set Up**, and then **Happy Hours Set Up**, the screen below should appear. Check off **Enable Special Hours 1** and enter the start hours and minutes and end hours and minutes and then click **Save**.

The screenshot shows the 'Supermenu POS Set Up' application. The main window has a sidebar with options: 'Store & Station Set Up', 'Restaurant Set Up', 'Menu Set Up', 'Floor & Set Up', 'Street & A Manage', 'Restaurant Set Up', and 'Account Management'. The 'Restaurant Set Up' section is active, displaying 'Supermenu Set Up' and instructions: 'Restaurant Set Up allows you to set the restaurant name, address, phone, tax rate, delivery charge, employees as servers, Cashiers, set hourly number or sets, map codes for quick liveries. limited sections and sizes. defined items, etc to and printing cashdrawer, pole display, and caller IDs, etc. Change PIN is for changing the PIN for the Super User, who can do anything.' The 'Restaurant Special Hours' window is open, showing a table for configuring special hours. The table has columns for 'Day of Week', 'Start Hour', 'Start Minute', 'End Hour', 'End Minute', and three sets of 'Enable Special Hours' (1, 2, 3) with their respective start and end times. The 'Save' and 'Close' buttons are visible at the bottom of the window.

Day of Week	Start Hour	Start Minute	End Hour	End Minute	Enable Special Hours 1		Enable Special Hours 2		Enable Special Hours 3							
					Start Hour 1	Start Minute 1	End Hour 1	End Minute 1	Start Hour 2	Start Minute 2	End Hour 2	End Minute 2	Start Hour 3	Start Minute 3	End Hour 3	End Minute 3
Mon																
Tue																
Wed																
Thu																
Fri																
Sat																
Sun																

Applying Prices for Happy Hour: To apply happy hour prices, go to the home screen, then **All Set Up**, then **Menu Set Up**, and then **Menu Category Set Up**. Then click on **Items** and enter happy hour under **S Price**. If there are various sizes, click on **Special Hours** to enter multiple prices for the different sizes.

