

Restaurant Management System

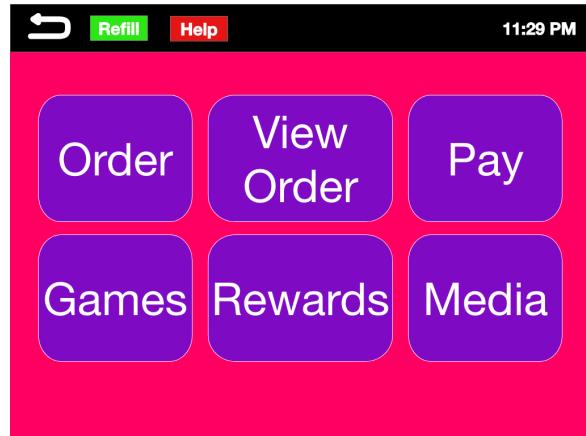
Tutorial

A guide for customers, servers, kitchen staff, and
management

Customers

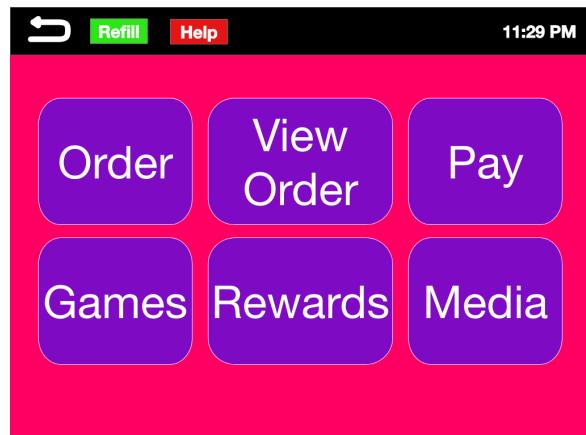
How can I call my server?

At any point, unless the tablet is being used for games, you may tap the “Refill” or “Help” button to call your server.



How can I order an item?

At the main menu, press the “Order” button.



From here, tap the type of item you wish to order.



Next, select the item you'd like to order.

The image consists of three vertically stacked screenshots from a mobile application for ordering food. The top screenshot shows a menu titled 'Entrees' with five burger options: 'BBQ Burger', 'Greek', 'Cheese Burger', 'Burger', and 'Tex-Mex Burger'. The middle screenshot shows a detailed view of the 'BBQ Burger' selection screen. It features an image of the burger, a 'Special Request' button, an 'Add Item' button, a list of additions (Lettuce, Tomato, Pickle, Mustard, Mayo, Ketchup, Cheese), a list of subtractions (Onion, Pepper, BBQ, Bun), and a note that it contains 370 Calories. It also lists 'Allergens: wheat'. The bottom screenshot shows the 'Table 4' screen, which displays the current order: a 'BBQ burger' with 'add Lettuce' and 'no bun', resulting in a total of '\$7.95'. This screen includes buttons for 'Add item', 'Edit Item', 'Remove Item', and 'Place order'.

11:29 PM

Entrees

Most Popular

BBQ Burger

Greek

Cheese Burger

Burger

Tex-Mex Burger

11:29 PM

BBQ Burger

Special Request

Add Item

Additions

- Lettuce
- Tomato
- Pickle
- Mustard
- Mayo
- Ketchup
- Cheese

Subtractions

- Onion
- Pepper
- BBQ
- Bun

370 Calories

Allergens: wheat

11:29 PM

Table 4

Order

1: BBQ burger	\$8.95
add Lettuce	
no bun	-\$1.00
Total:	\$7.95

Add item

Edit Item

Remove Item

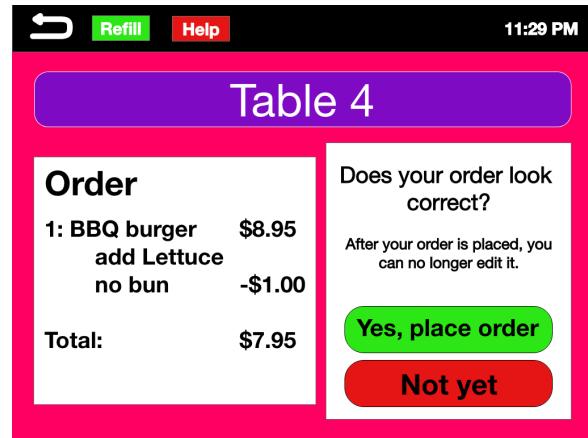
Place order

On this screen you can customize the item by tapping the button by any item you'd like to add or remove. Additionally, you can tap the "Special Requests" button to specify anything else you'd like to change about the item.

When you're happy with your choice, tap the "Add Item" button to add the item to your order.

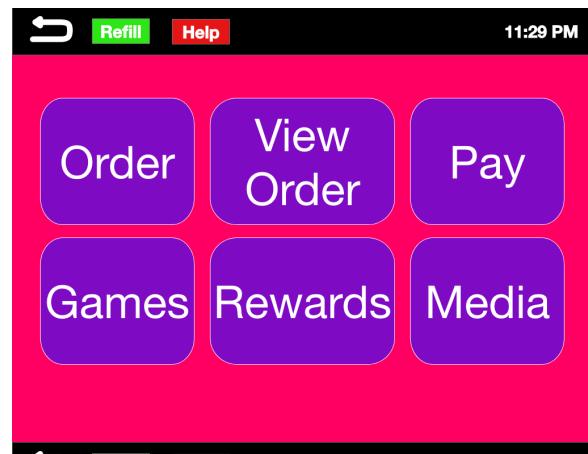
Finally, you will be taken to the view order screen (also accessible by tapping view order at the main menu). Here you can add, edit, and remove items, check the prices on your order, and place your order.

If you're happy with your order, tap yes, and your order will be sent to the kitchen.

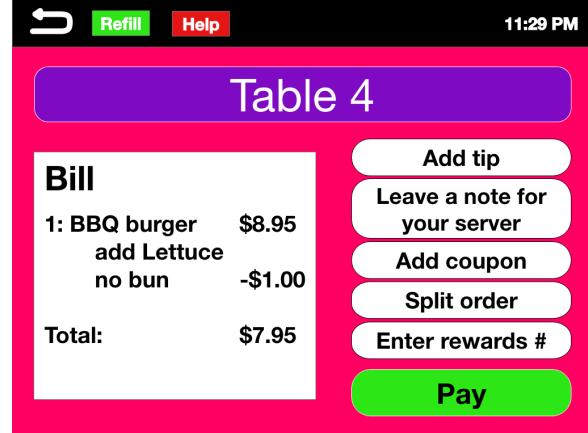


How do I pay for my order?

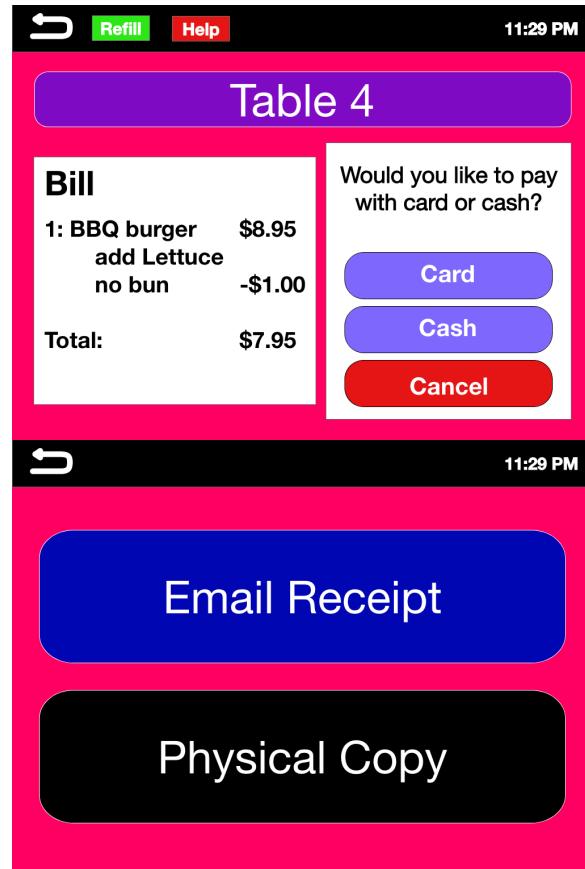
At the main menu, press the “Pay” button



From the pay screen, you can view your bill, add a tip, leave a note for your server, add a coupon, split the order into multiple orders, enter a rewards number and pay for the order.



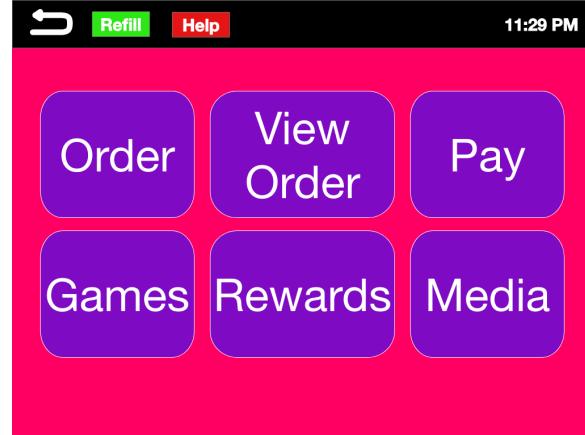
Next, you can choose your preferred method of payment.



After paying, you can choose to receive a receipt by email, or have it printed immediately.

How do I play a game?

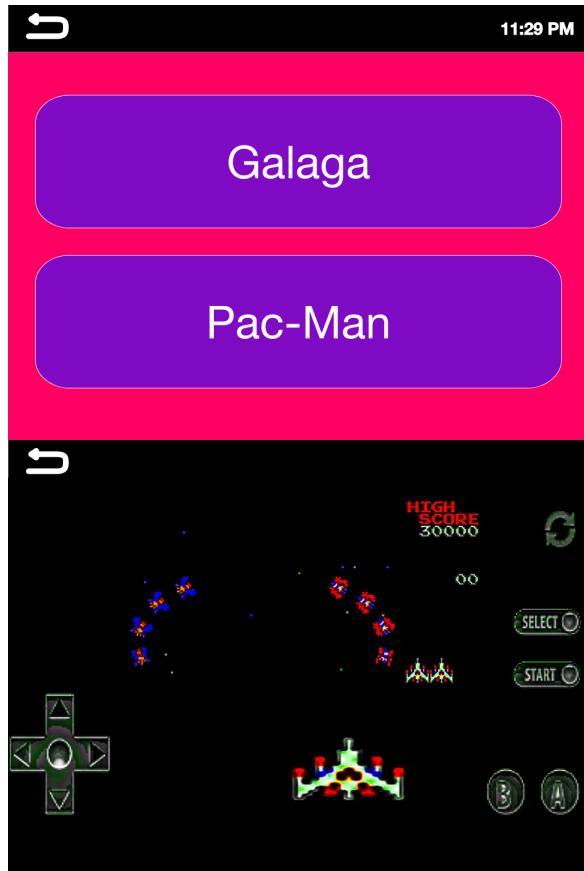
At the main menu, press the “Games” button



Select the game you would like to play.

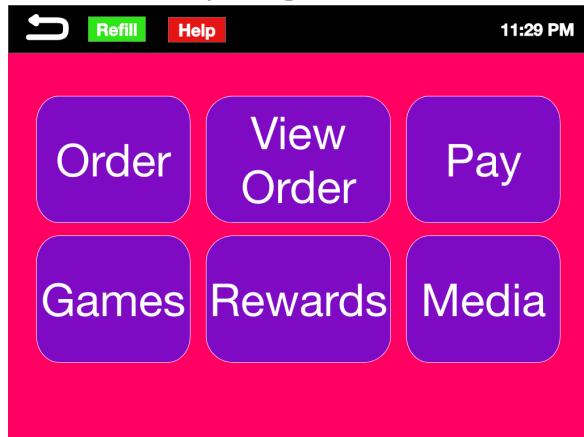
(Not that the “Refill and Help buttons are disabled while playing games)

When you’re finished playing the game, you can return to the previous menu using the back button in the top left corner.

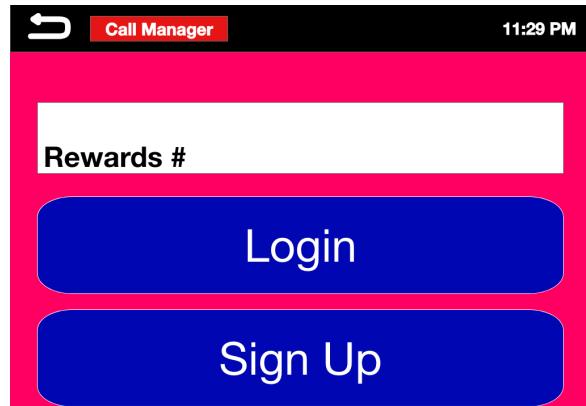


How can I sign in to or join the rewards program?

At the main menu, press the “Rewards” button.



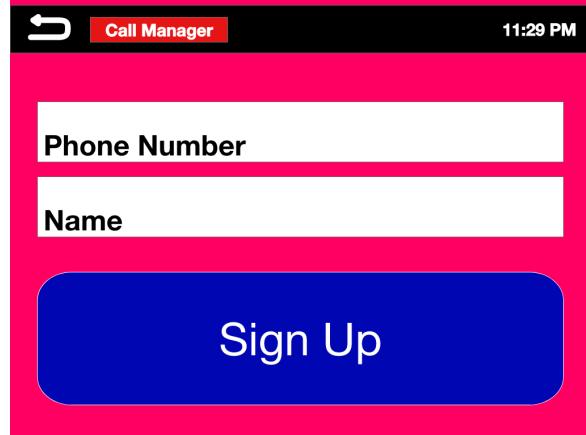
If you already have an account, enter your rewards number and press login. If not, press the “Sign Up” button.



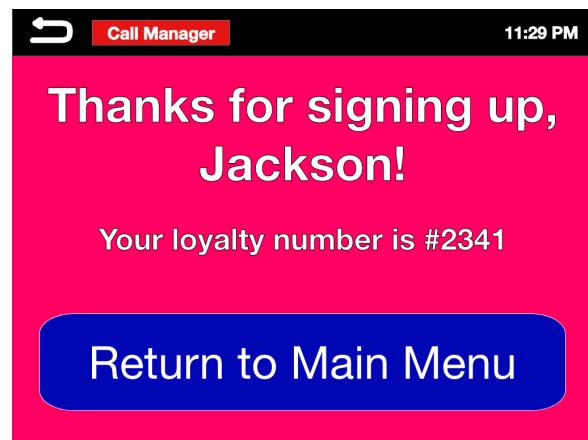
If you sign into an existing account, you will be taken to this screen where you are given the option to re-order your most recent order or return to the main menu.



If you choose to sign up for a new account, enter your name and phone number and press “Sign Up.”



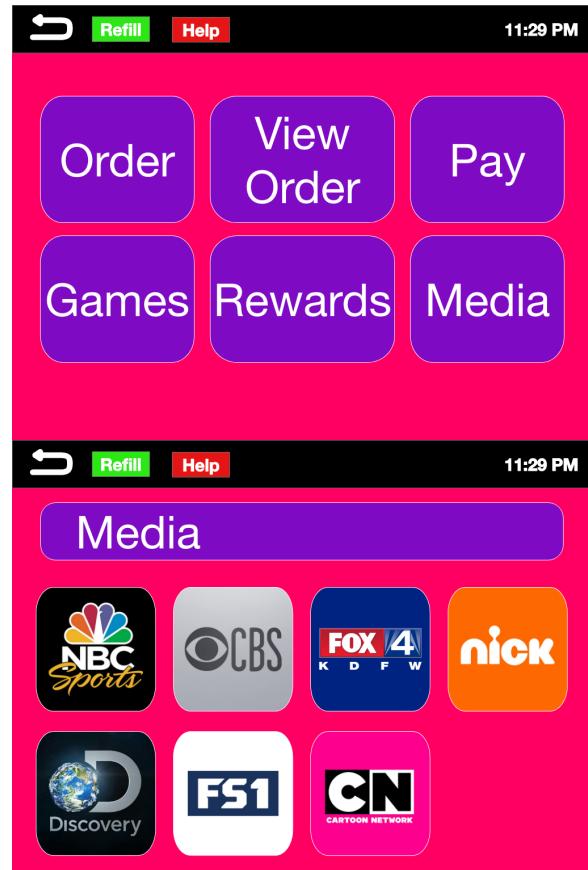
Take note of your rewards number, because you'll use it to sign into your account in the future.



How can I watch videos?

At the main menu, press the "Media" button.

Select the media that you would like to view.



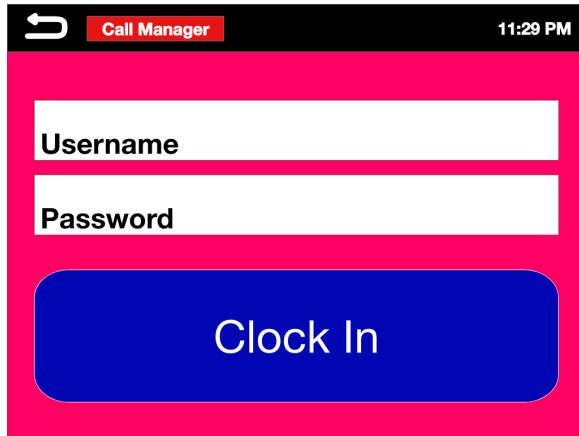
When you are finished watching the media,
press the back arrow to return to the previous
menu.



Servers

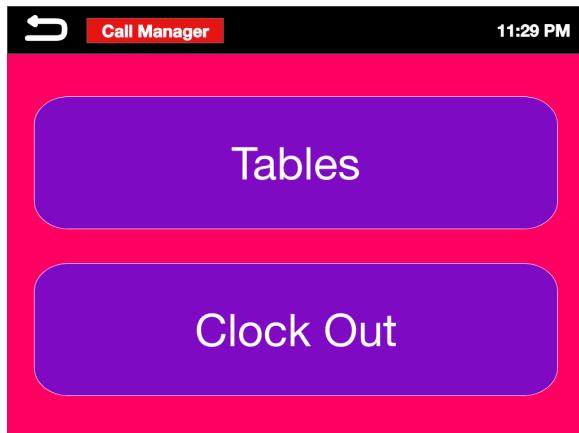
How do I Clock in?

Type in your username and password then tap “Clock In.” This will take you to the main menu.



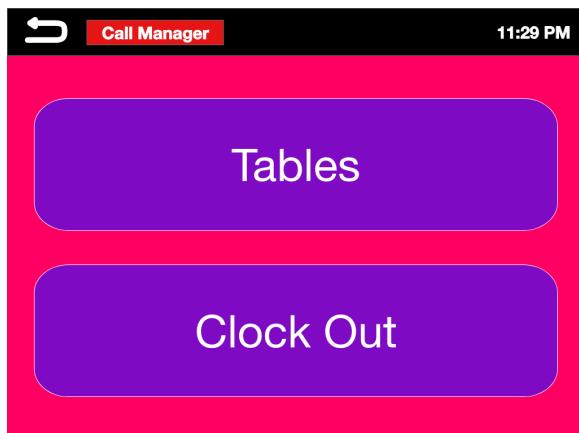
How do I Clock out?

Simply tap on “Clock Out” from the main menu.

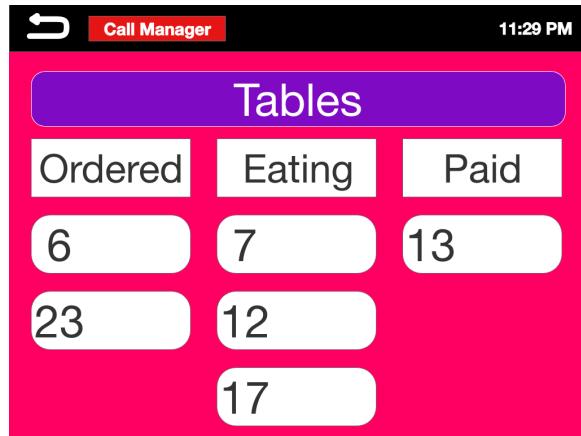


How can I view a table's status?

First, tap on “Tables” from the main menu.

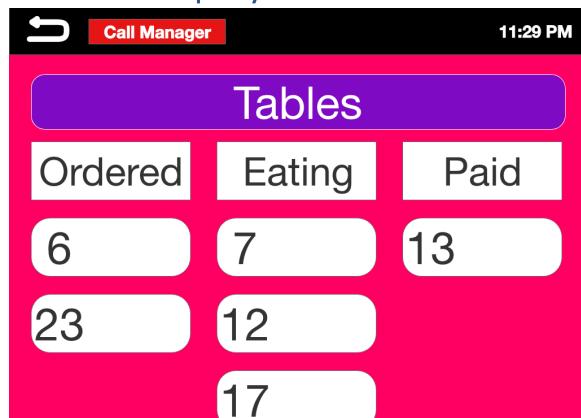


From here you can see each table's status. Tapping on a table from this screen will present you with many options to manage said table.

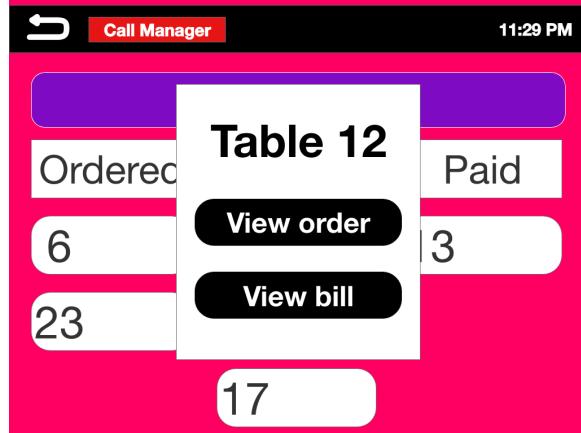


How can I manage a table's order and payment?

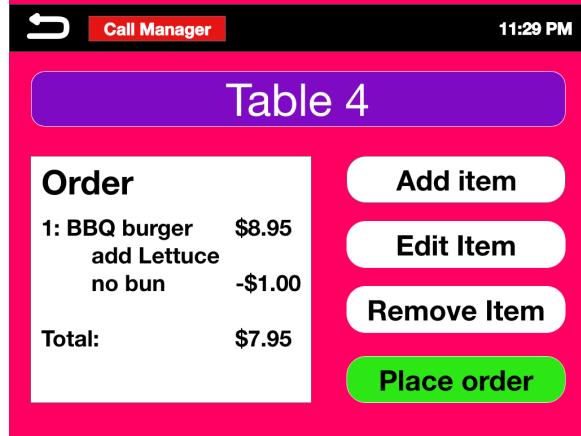
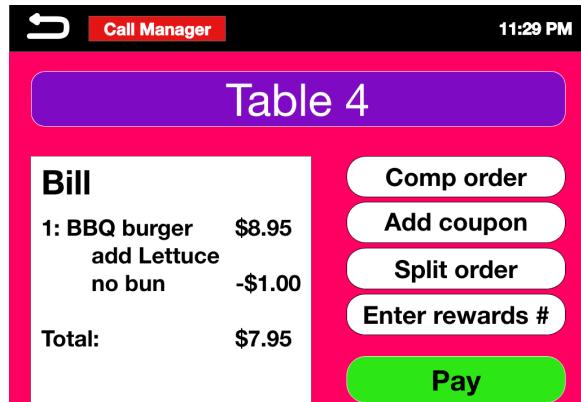
From the table status screen, select the table you would like to see.



Choose whether you'd like to view the table's order or its bill



From the view order and view bill screens, you can view and edit a table's order, comp or discount the order, split the order into multiple bills, enter a rewards number, and pay out the customer.



How can I call the manager?

Simply tap the "Call Manger" button at the top of any screen

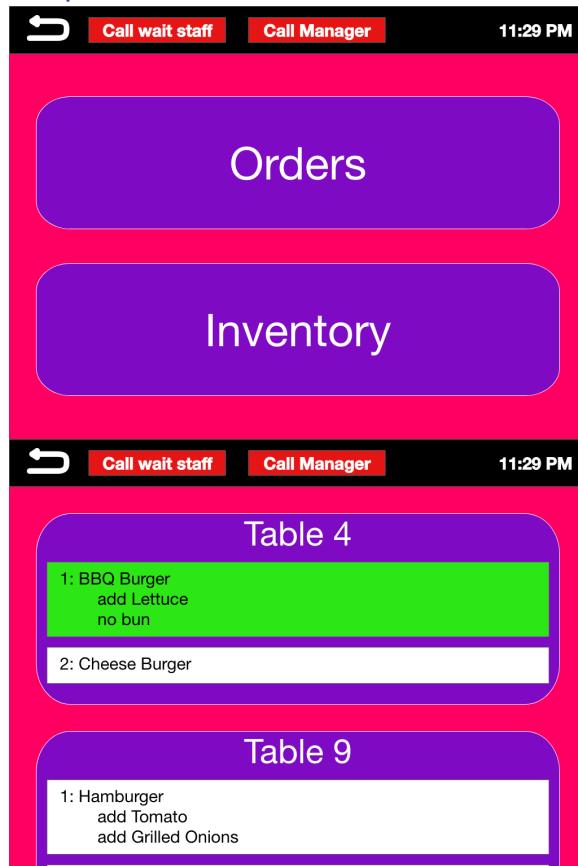


Kitchen Staff

How can I mark an order as complete?

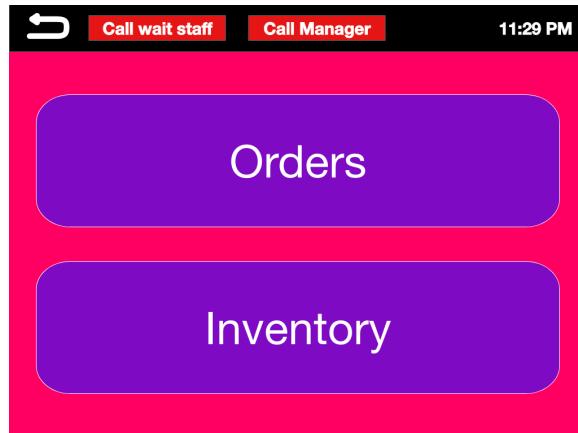
Choose “Orders” at the home screen.

Tap on an item to mark it as complete. When all items in an order have been marked as complete, the order will be marked as complete.



How can I call a manager/server?

Simply press the “Call wait staff” or “Call Manager” button at the top of any screen.



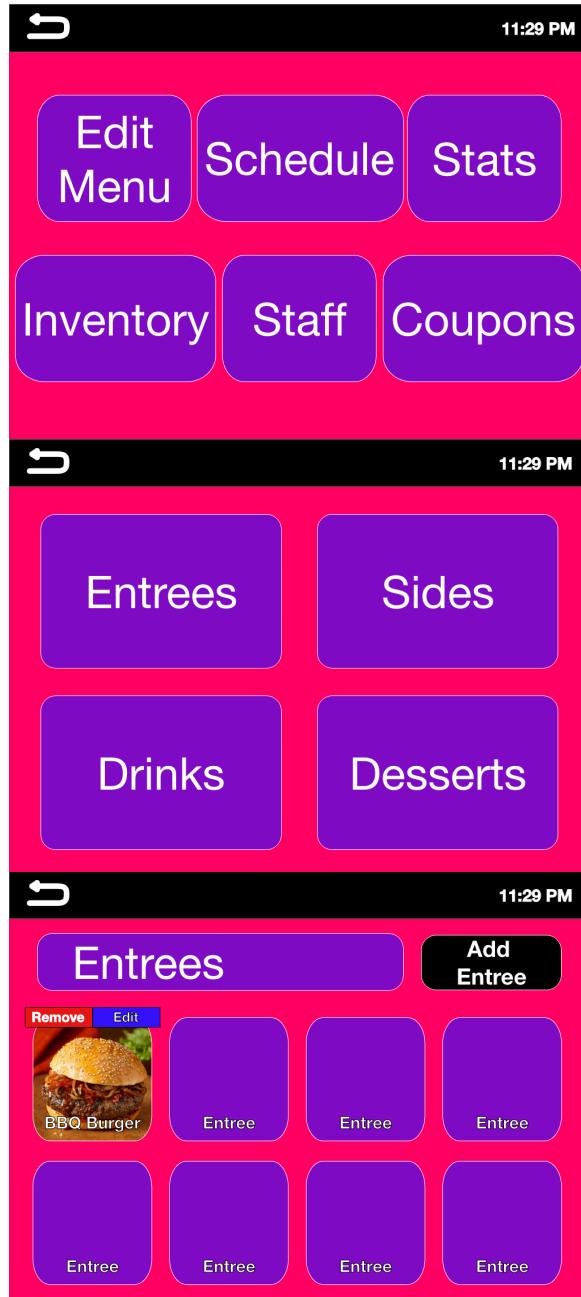
Managers

How can I edit the menu?

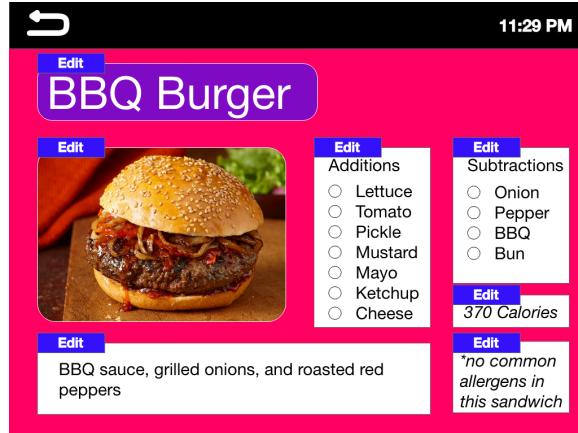
Choose “Edit Menu” at the home screen.

Select the type of item you'd like to edit

Here you can choose to edit or delete any item by tapping on its “Remove” or “Edit” button.

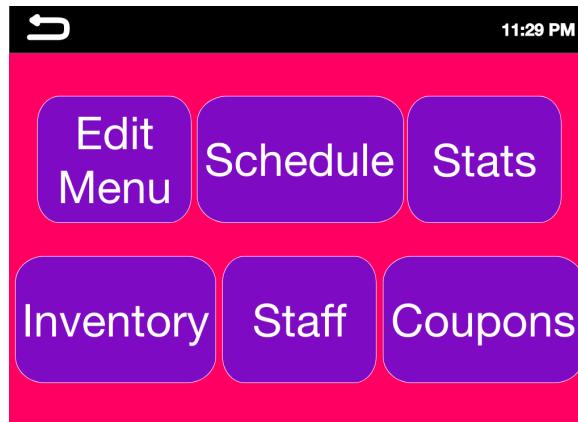


If you press the “Edit” button for an item, you will be given the option to edit each aspect of its display and customization options.



How can I edit the inventory?

Choose “Inventory” at the home screen.

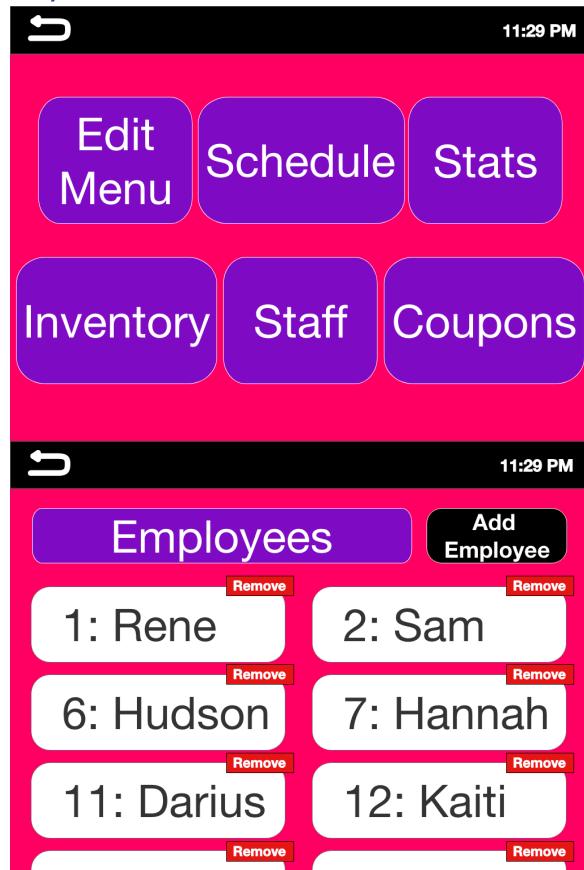


Scroll until you find the item whose inventory you'd like to edit and press its corresponding “Edit” button.



How can I add/delete an employee account?

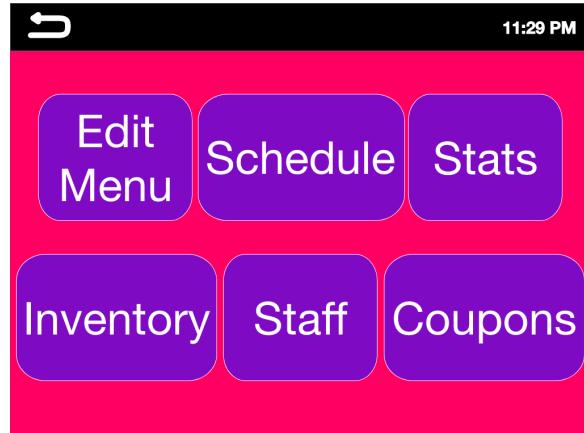
Choose “Staff” at the home screen.



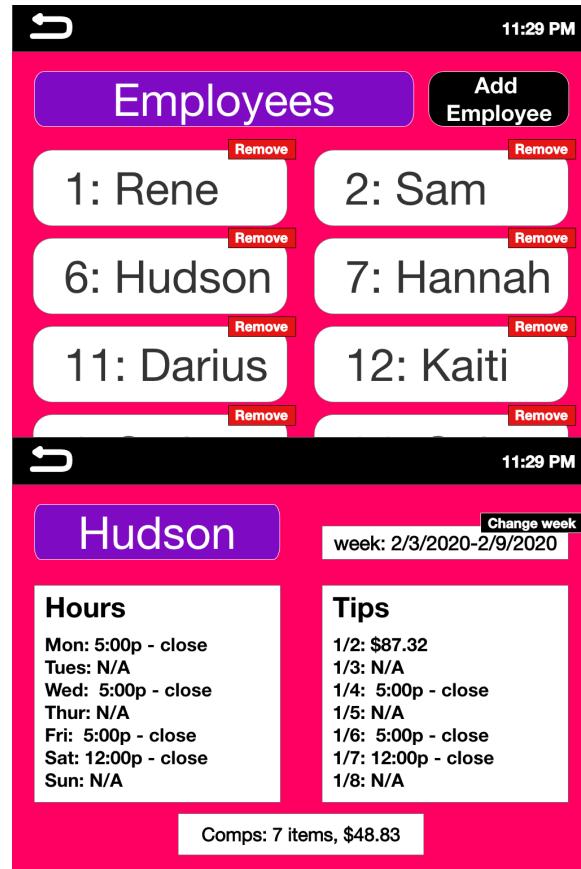
From here you can remove an employee by tapping his corresponding “Remove” button or add a new one by tapping the “Add Employee” button.

How can I view the statistics of an employee?

Choose “Staff” at the home screen.



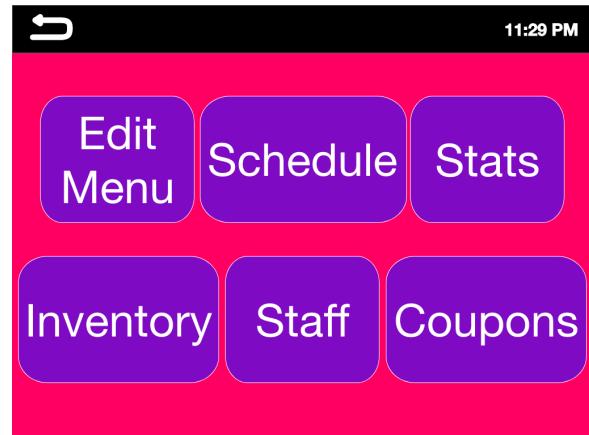
Click on the employee whose stats you would like to view, making sure to avoid the “Remove” button.



From this screen, you will be able to see the hours worked, quantity and total value of comps given, and total tips for each employee on a given week.

How can I see the sales for each menu item?

Choose “Stats” at the home screen.

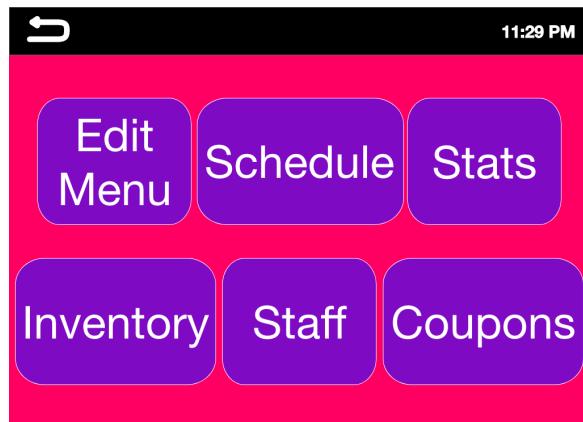


Tap on “Today” to see the last 24 hours of sales and “This Month” to see the last 30 days of sales. Scroll down to see the remaining menu items.



How can I generate a coupon?

Choose “Coupons” at the home screen.



This will take you to the generate coupon screen where you can specify the details of the coupon and customize its text. When you are satisfied with it, tap the “Generate Coupon” button.

A screenshot of a mobile application interface titled "Coupon". The top right corner shows the time as 11:29 PM. The screen contains four input fields with "Edit" buttons to the right of each: "Valid through: 2/3/2020-2/14/2020", "Text: Happy Valentines", and "Discount: 50% off bill". To the right of the "Text" field is a green button labeled "Generate Coupon".

How can I generate a schedule?

Choose “Schedule” at the home screen.



From this screen, you can switch the employee assigned to a shift, remove a shift, and add a shift.

How can I generate a schedule?

Choose “Schedule” at the home screen.



Should you choose to add a shift, you will be taken to the “New Shift” screen where you can choose the start and end time for a shift and assign it to an employee. When you are satisfied with the new shift, tap create shift.

