



# PosDroid

**Essential Guide to  
MenuMate Handhelds**

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## Logging In

- 1) Touch **System** in the top right corner.
- 2) Then **Login** at the top of the list in the new pop up window . [Figure 1](#)
- 3) Select your name in the list at the top of the screen by touching the down arrow in the top right of screen and picking your name from the **Select Staff Member** pop up. [Figure 2](#)
- 4) Enter your Pin and press **Login**. This Pin number will be the same as your MenuMate POS Pin number. [Figure 2](#)
- 5) The login screen will disappear and a small message will show you as being logged in. This will be at the bottom of the screen and will disappear in a few seconds.



If you don't Login and no one else is logged in you will be prompted to login when you try to send an order.

## Logging Out

- 1) Touch **System** in the top right corner
- 2) Then **Logout**



Once you login you will be logged in forever so remember to logout once to finish your shift.

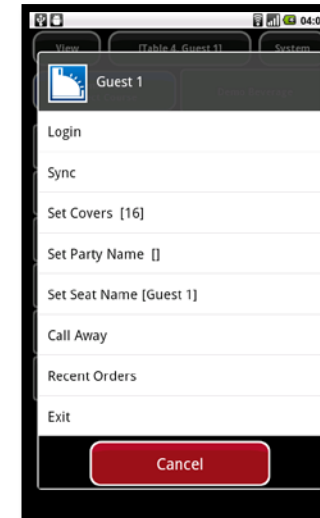


Figure 1



Figure 2

## Taking an Order

- 1) Select **Table** (top middle of screen)
- 2) Type in the table number you wish to use and then pick it from the list. See [Figure 3](#)
- 3) Select the menu you wish use. These are found in the second row of buttons just under the **Table** button i.e. Food, Drinks. [Figure 4](#)
- 4) Pick the course. [Figure 5](#)
- 5) Pick the item you wish to order by clicking on the item the item and follow any questions that may come up i.e. small, medium or large. [Figure 6](#)
- 6) Repeat steps 4 & 5 until you have finished the order
- 7) Press **View** (top left) to review the order
- 8) To send the order to the kitchen, press **Send** (Top Right)



When in the view screen to get back to taking more orders, click on **Take Orders** at the top middle of the screen.



Figure 3

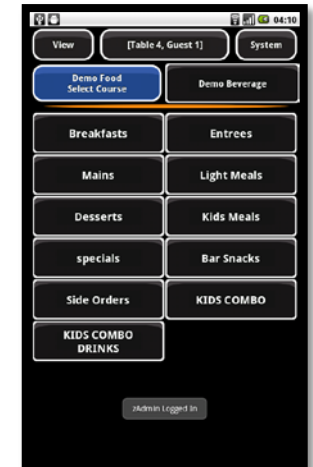


Figure 4

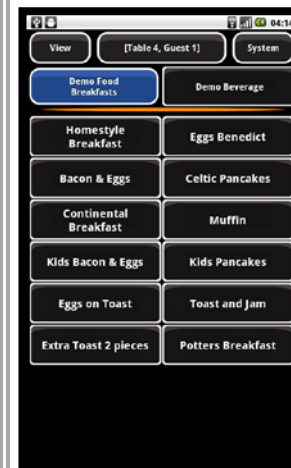


Figure 5



Figure 6

## Deleting an item

- 1) Find the item you wish to delete. [Figure 7](#)
- 2) Hold your finger down on the item until a screen like [Figure 8](#) shows
- 3) Select **Delete** from the new pop up window. [Figure 8](#)
- 4) Press **Remove One**.



You can delete the last item ordered by using the delete gesture. *d* See more on gestures later in this book.



If you have more than one of the items you wish to delete then it will ask you which one before showing [Figure 8](#)

## Deleting entire table

- 1) Select **View** (top left)
- 2) Click on the menu button at the bottom of the tablet.
- 3) Press **Clear Table** at bottom of screen [Figure 9](#)
- 4) Then **Delete all** [Figure 10](#)



You can also delete items from the View screen the same way and it is easier to find items as well.



You can't delete an item that has already been sent. This needs to be done at the Point of Sale.

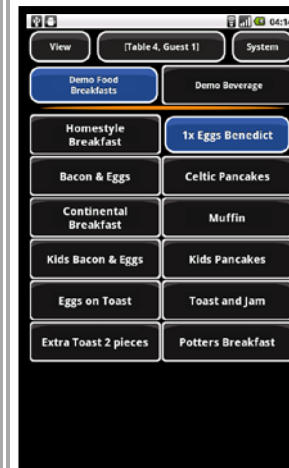


Figure 7

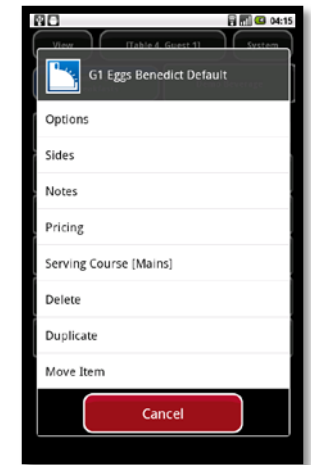


Figure 8

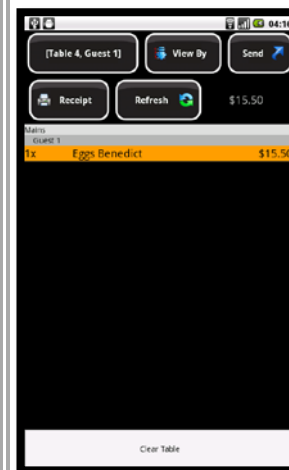


Figure 9

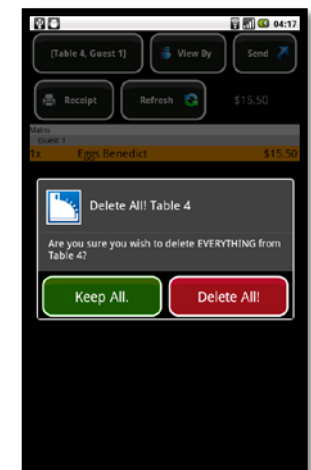


Figure 10

## Selecting Guests

- 1) Take an order as per the Taking an Order section earlier in this book. All orders done this way are on guest 1. Don't do Step 7 'Sending order' until you have finished taking orders for all guests.
- 2) Drag your finger across the screen from left to right. This is the next guest gesture. The guest number is shown at the top of the screen. [Figure 11](#)
- 3) Right to left is the previous guest. [Figure 12](#)
- 4) To jump straight to a guest. Drag your finger from left to right at the top of the screen and then down. [Figure 13](#)
- 5) At the bottom of the screen select the guest you want to use. [Figure 14](#)
- 6) Once you have the right guest take the order and move on to the next guest.
- 7) Once done taking all orders send it.

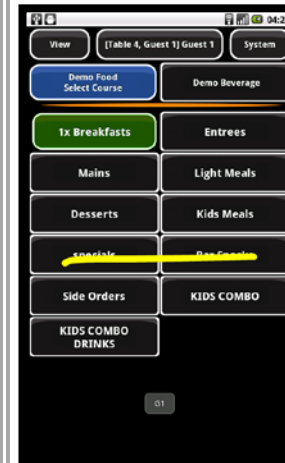


Figure 11

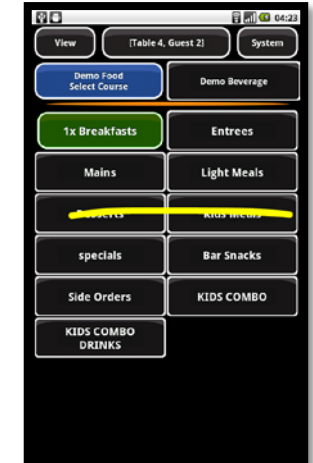


Figure 12

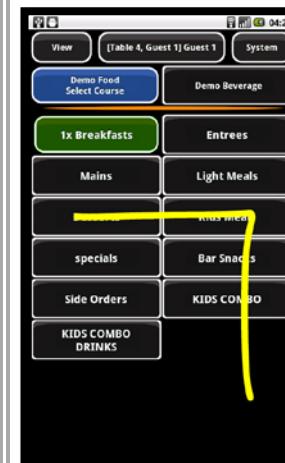


Figure 13




Figure 14

## Options

- 1) Find the item you want to put an option on.
- 2) Hold your figure down on the item. The 1x may show a different number, it is the number of the items ordered so far. [Figure 15](#)
- 3) Select **Options**. [Figure 16](#)
- 4) Pick the option you wish to use (a green tick shows the ones chosen) and then press **done**. [Figure 17](#)



A quick way to get to the options is using the gestures.  
 will bring up the options for the selected item (The one highlighted in orange).

## Sides

- 1) Select the item as above in steps 1 & 2
- 2) Select **Sides**.
- 3) This will bring up all of the menu's courses. Pick the one you want. [Figure 18](#)
- 4) Then pick the item(s) you want as a side and press **done**. [Figure 19](#)



The gesture for sides is an **S**

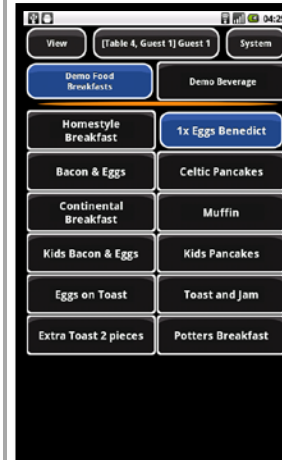


Figure 15

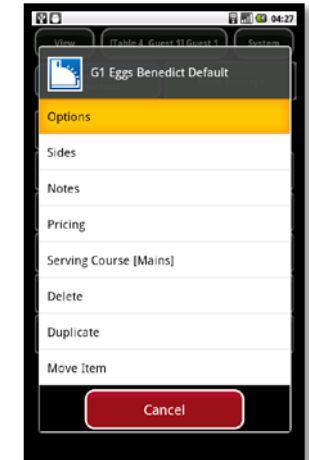


Figure 16

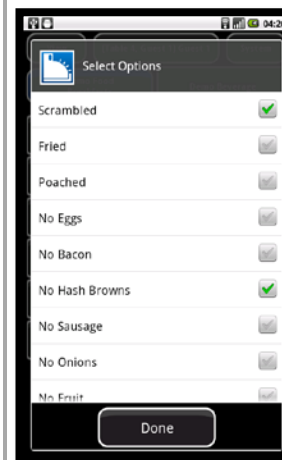


Figure 17

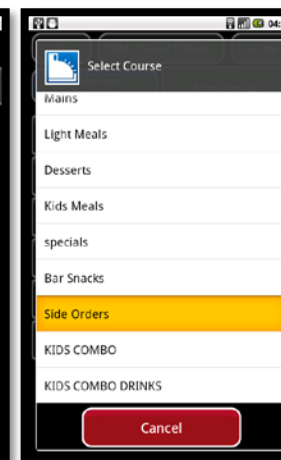


Figure 18



Figure 19

## Duplicating orders

- 1) Find the item you wish to duplicate.
- 2) Hold your figure down on the item.
- 3) Select **Duplicate**. [Figure 20](#)
- 4) At the bottom of the screen select the guest you want it to go on, **G4** for guest 4. [Figure 21](#)



A quick way to get to duplicate using gestures.

⌘ will bring up the guest select at the bottom of the screen for the selected item (The one highlighted in blue). [Figure 22](#)

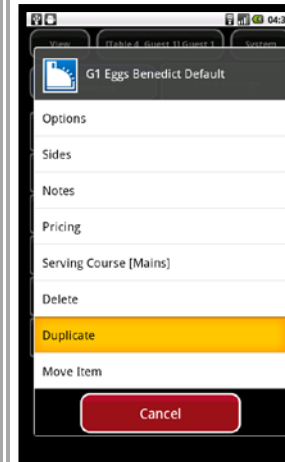


Figure 20

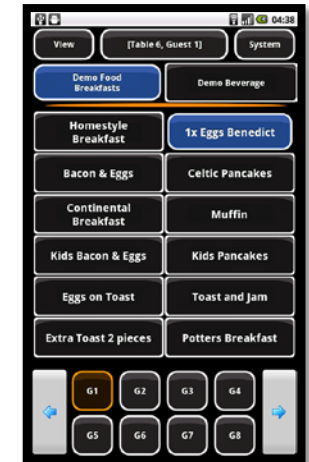


Figure 21

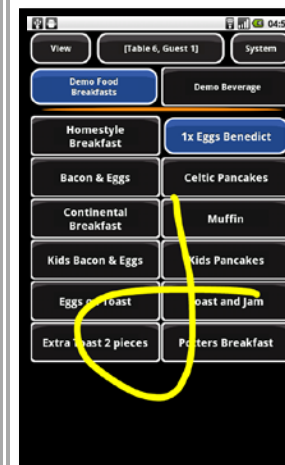


Figure 22



## Call away

- 1) Click on **System** (top right)
- 2) Then select **Call Away** Figure 23
- 3) Select the course(s) you wish to call away and press **Done**. Figure 24

## Print Bill

- 1) Click on **View** in the top left.
- 2) Press **Receipt** just under the view button on the left. Figure 25

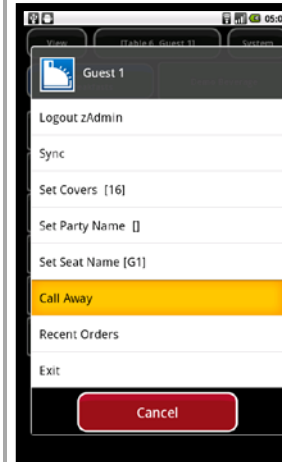


Figure 23

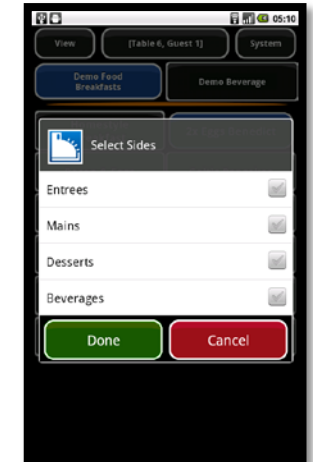


Figure 24

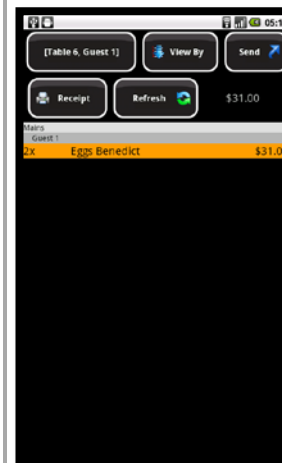


Figure 25

## Gestures

A gesture is just a pattern you draw on the screen, consider them “shortcuts”. There are lots of gestures and to get a full list just take your finger and scribble a massive yellow blob on the screen. [Figure 26](#)  
It won’t match any gesture and the system will ask you if you would like some help. Clicking on **Help** will give you a full list of gestures. [Figure 27 & 28](#)

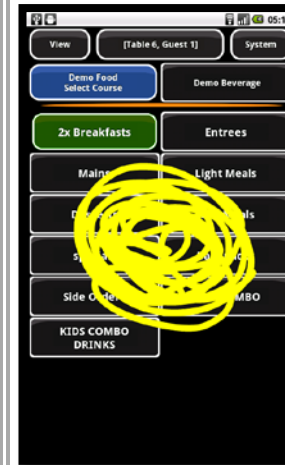


Figure 26

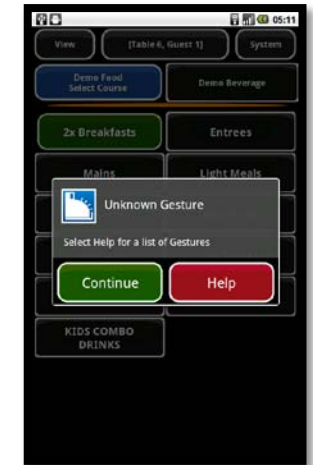


Figure 27



Figure 28

