



All back office options are accessed through the green setup key at the top of the screen. This key is only available to managers. To access the back office setup, enter the manager code and the Setup button appears. Enter the manager password and instead of pressing the return (←) key press the Setup button to move in to the back office suite.

To add, change or delete item prices, select the 'System Setup' button denoted by a keyboard as shown below. Then select the 'PLU/Item Management' Button. Finally select the 'Items/PLU' button.

Buttons to press..



Use the find button to locate the Item in question. Click on the item or use the 'Modify record' button.

Price Type is a text field with a default of Standard. Price Type controls the use of promotions and the ability to enter special prices at order entry time.

Prices 1 through 5 are the prices related to the time zones (example: Pricing for Happy Hour vs. Day vs. Evening). If Prices 2 through 5 are blank, Price 1 is used.

Promotion 1 through 5 relate to the Time Zones and pricing schemes (Example: Happy Hour might have a promotion of buy 2 get 1 free).

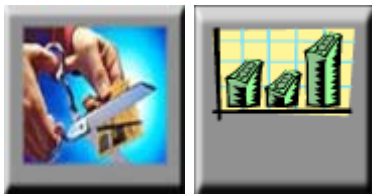
How do I change a range of Prices



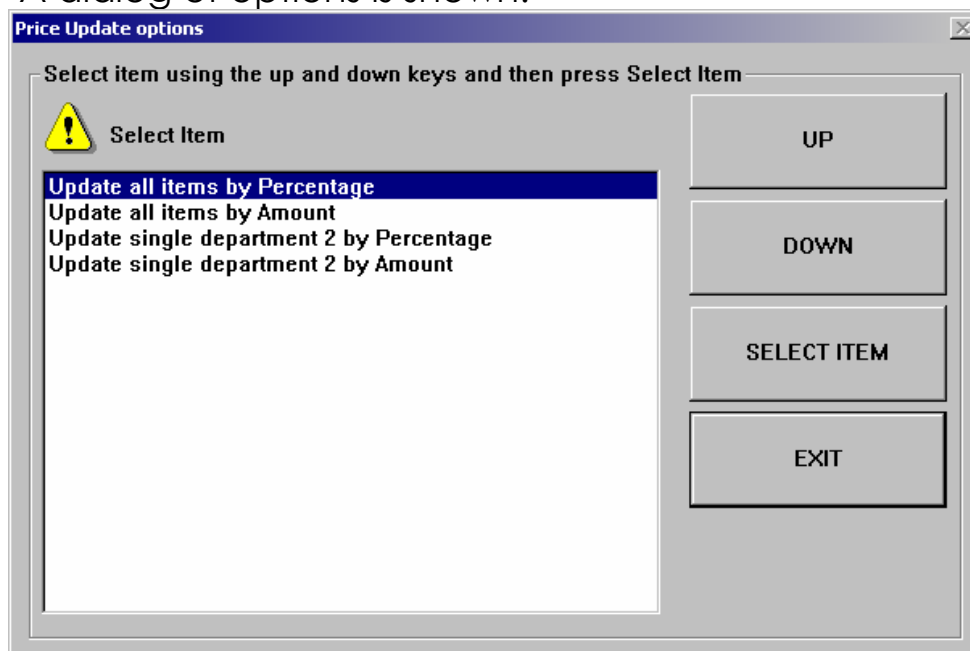
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To change a range of prices, select the 'Back office' button denoted by scissors cutting a credit card as shown below. Then select the 'price Updates' Button.

Buttons to press..



A dialog of options is shown.



A selection of price update tools is available:

Update all items by a percentage

Update all items by an amount

Update single department (2) by percentage

Update single department (2) by amount

Select the option required and then enter the percentage amount or the value amount. The system will update the records and tell you when it has finished. Open Cash registers should be restarted to synchronise the latest price information