

Order Screen Operations

The order screen is the primary screen in MicroSale. This is the screen you will use to ring in orders, edit orders, discount, void items (not the entire check), add gratuity and more. The area under the Category Name in white will display all menu items assigned to that category. Menu buttons may be broken down into subcategories that also appear on the screen in the menu items area. Each subcategory is assigned to a parent category.

The screenshot shows the MicroSale order screen with the following callouts and their corresponding elements:

- Toggle through seats or trays:** Points to the 'Seat 1 Dealer Copy Total 0.00' area.
- Check Number:** Points to the 'Virtual Check' input field.
- Dine In/To GO Toggle:** Points to the 'Dine In' button.
- Logged In Name:** Points to the 'Megan Dowdy' header.
- Done Vs. Tender:** Points to the 'Done' and 'Send - Stay' buttons.
- Send- Stay for Apps:** Points to the 'Send - Stay' button.
- Categories:** Points to the 'Top Drinks' category header.
- Page up or down for large orders:** Points to the 'Pg Up' and 'Pg Dwn' navigation buttons.
- Check Functions:** Points to the 'Check Functions' menu.
- Additional Functions:** Points to the 'Additional Functions' menu.
- Display Main Category when at a Subcategory:** Points to the 'Display All' button.
- Display all categories:** Points to the 'Exit' button.
- Back to Server Screen:** Points to the 'Go Back' button.
- Menu Items:** Points to the 'Menu Items' button.
- Exit to ID Screen (will prompt to cancel order or send to kitchen):** Points to the 'Exit' button.

The screen also displays a 'Top Drinks' menu with items like Bacardi, Finlandia, Jager Bomb, Patron Silver, Well Whiskey, Well Vodka, Bottle Water, Soda, and others. The bottom status bar shows 'MicroSale 1221 W. Brandon Blvd. MICROSAL-DEMO 11:12:37 AM 05/08/2012'.

Repeat Item

This function lets you ring in an identical item to what is highlighted. You may repeat the item and change the modifiers as well.

Limited Availability of Menu Items

Your system may be programmed to sell a specific quantity of a particular menu item. The system will "86" the item once the countdown has reached 0.

Set Up

Go to *Managers Menu* → *Menu Maintenance* → *Price and Number Available*. Change the amount under "Available" from the default 9999 to the number you have to sell, and press **Save**. The remaining quantities will show on the button itself to inform the employee on how many items are left until it will no longer be available. A low stock warning will also appear in the Featuring Box on the Order Screen "Chalkboard".

Understanding Modifiers

Modifiers are used to customize a menu item or add on other menu items such as a side or beverage for a combo meal. Modifiers are categorized into groups according to modifier characteristics. Please reference *MicroSale's Menu Building* document to learn how to build and program modifiers in the system. On the virtual check, touch the modifier under the menu item to pull up the list of modifiers and change the modifier. (View the example below where "Chips is changed to "Fries".)



Modifiers are either programmed to pop-up automatically or pop-up on demand using the "Modify Item" button on the Order Screen. For further modifier choices, press **Modify Item** in the gold function buttons. *Modify Item* represents optional choices that are available for that menu item.

Mandatory Modifiers

If a menu item requires a modifier, the system automatically displays the list and prompts you to select the required number of items from the list. If the matrix is turned on (modifier setting on top of the modifier setup screen) the list will show as red versus optional modifiers in purple. Below you will see the first modifier is shown in green. The green means that the criterion has been satisfied.

To the right shows 3 lines of text;

Line One: Shows the Menu Item Name

Line Two: Shows Mandatory or Optional Selection

Line Three: Shows number of selected and the required number you need to reach in order to finish ringing up that menu item.



Keyboard Function

Unique or odd requests are common in the restaurant environment. It is important to make customizable options available for your staff. MicroSale has the ability to set up multiple ways to type in your own customizations.

Adding a Keyboard in Attach Request



The **Attach Request** function button offers an array of preprogrammed requests plus a Keyboard button. To add more preprogrammed requests or add in the Keyboard if not present, follow these steps:

Manager Menu → *Register Set up* → *Tenders, Paid Outs, Customer Requests* (middle button). On the Customer Request screen to the left, press the drop down to see your preprogrammed requests.

NOTE: THE ORDER OF ENTRY IS THE ORDER IT WILL DISPLAY ON THE “ATTACH REQUEST” FUNCTION BUTTON.

Press the gray button under *Up Charge* to add in the Keyboard Option. Type the price in the “Up Charge” field if you charge extra for the special request.

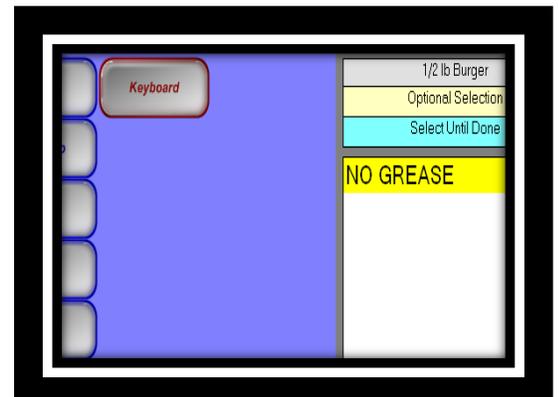
Remember to press **Save** after each new request you add.

Adding a Keyboard in a Modifier List

While you can add requests with the Attach Request function button, you can also add a Keyboard button to the modifier screen. By typing in *Keyboard* (with a capital K), you can easily type in odd requests. The message then goes in the appropriate place that can be easily read by the cooks.

Need to upcharge?

Type in **Keyboard\$** to pull up a keyboard and a price keypad behind it.



Adding a Keyboard to the Order Screen

You can create a keyboard on the order screen as a shortcut to bypass the Attach Request function or the modifier screen. The keyboard button will attach the customization to the menu item you highlight on the virtual check.

