## $micros^{ @ } \hbox{ Systems, Inc.}$

# 8700 HMS Version 2.10 User's Manual

Copyright 1995-1997 by MICROS Systems, Inc. Beltsville, MD USA All Rights Reserved

Part Number: 100068-109 (2nd Edition)



## **Declarations**

### Warranties

Although best efforts are made to ensure that the information in this manual is complete and correct, MICROS Systems, Inc. makes no warranty of any kind with regard to this material, including but not limited to the implied warranties of marketability and fitness for a particular purpose. Information in this manual is subject to change without notice. No part of this manual may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or information recording and retrieval systems, for any purpose other than for personal use, without the express written permission of MICROS Systems, Inc.

MICROS Systems, Inc. shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this manual.

### **Trademarks**

IBM is a registered trademark of International Business Machines, Inc. SCO and Open Desktop are registered trademarks of the Santa Cruz Operation, Inc. UNIX is a registered trademark of UNIX System Laboratories, Inc.

### **Printing History**

New editions of this manual incorporate new and changed material since the previous edition. Minor corrections and updates may be incorporated into reprints of the current edition without changing the date or edition number.

Edition	Month	Year	Software Version
1st	November	1996	2.00
2nd	June	1997	2.10

This Manual is available for previous software versions as P/N 100068-087 (V1.10) or 100068-093 (V1.50).

### **Design and Production**

This manual was written with FrameMaker 5.0. Some illustrations and diagrams were designed in CorelDraw 2.1.





## Table of Contents

Get Started	
Understanding this Manual's Purpose	X
Following the Organization and Structure	
Recognizing Abbreviations, Conventions, and Symbols	
Looking for What's New in Version 2.10	xv
Finding Additional Information	xvi
Chapter 1. Introduction to the 9700 System	
Chapter 1: Introduction to the 8700 System	
What is the 8700?	
8700 System Software	
User Workstation Features	
Hand-Held Touchscreen Features	
Types of Keys	
Printers	
Video Display Unit (VDU)	1-27
Chapter 2: Basic User Workstation Operations	
Introduction	2-2
Clock In	2-3
Clock Out	2-5
Sign In	2-7
Sign In to a UWS Revenue Center	2-9
Sign Out	2-11
Help Screens	2-13
Mode (Choose Reports or Procedures)	2-15
Change Transaction Revenue Center	2-17
Download a Revenue Center	2-19
Change Keyboard	
Reprint Time Card	2-23
Change Menu Level	
Assign Cash Drawer 1 or 2	
No Sale	2-29
Media Loan	2-31
Media Pickup	
Line Feed	
Shift Key	
Function Lookup (FLU)	
Asgn & Unasgn Cash Drawer	2-41



Chapter 3: Touchscreen Keys (UWS/3 only)	
Introduction	3-2
Screen Lighter/Darker (Contrast Up/Down)	
Previous Screen	
Next Screen	
Page Up and Page Down Keys	
Home/End Keys	
Screen Lookup (SLU)	
Screen Lookup (SLO)	
Chapter 4: Basic Guest Check Operations	
Introduction	4-2
Assign/Change/View a Cashier	
Begin Check by Check Number	
Begin Check by Table Number	
Begin Check by ID	
Begin Check for Another Operator	
Post Guest Count to Check	
Seat # Key	
Edit Seat	
Fast Transaction	
Service Total	
Chain & Fire	
Hold & Fire Menu Item	
Hold & Fire Entire Service Round	
Pick Up an Open Guest Check	
Pick Up Check by ID	
Pickup Check, SLU	
Pick Up Checks in Other Revenue Centers	
Transfer a Check	
Transfer Check By ID	
Add Checks	
Block Transfer	
Add/Trans Check, SLU	
Aud/Trans Check, SLO	4-00
Chapter 5: Post Menu Items	
Introduction	5-2
Declare Order Type	5-5
Post Menu Items with Direct Access Keys	5-7
Post Menu Items with NLU Key	5-9
Post Limited Availability Menu Item	
Post Multiple Menu Items ([@/For] Key)	
Post Open Price Menu Item	
Post Split Price Menu Item	
Post Condiments	
Post Menu Item by Weight	
Repeat Round Key	
Post a Fixed Price Meal	5-25



### Index

Chapter 6: Guest Check Adjustments	
Introduction	6-2
Post an Open Entry Discount	
Post a Preset Discount	
Post an Item Discount	6-9
Use a Discount NLU	6-11
Post an Open Entry Service Charge	6-13
Post a Preset Service Charge	
Use a Service Charge NLU	6-17
Change Price Menu Level Keys	
Exempt Tax	
Exempt Autogratuity	6-23
Edit Guest Check ID	
Edit Table Number	6-27
Share an Item	6-29
Chapter 7: Correct an Error	
Introduction	7-2
Void an Item on a Guest Check	
Return an Item	
Cancel a Transaction	
Adjust a Closed Check	
Re-open a Closed Check	
Transaction Void	
Void Check	7-17
Chapter 8: Print and Split Check Operat	ions
Introduction	8-2
Print Guest Checks	8-9
Filter Seat	8-11
Print a Memo Check	8-13
Split a Guest Check	8-15



## DOCKET

## Explore Litigation Insights



Docket Alarm provides insights to develop a more informed litigation strategy and the peace of mind of knowing you're on top of things.

## **Real-Time Litigation Alerts**



Keep your litigation team up-to-date with **real-time** alerts and advanced team management tools built for the enterprise, all while greatly reducing PACER spend.

Our comprehensive service means we can handle Federal, State, and Administrative courts across the country.

## **Advanced Docket Research**



With over 230 million records, Docket Alarm's cloud-native docket research platform finds what other services can't. Coverage includes Federal, State, plus PTAB, TTAB, ITC and NLRB decisions, all in one place.

Identify arguments that have been successful in the past with full text, pinpoint searching. Link to case law cited within any court document via Fastcase.

## **Analytics At Your Fingertips**



Learn what happened the last time a particular judge, opposing counsel or company faced cases similar to yours.

Advanced out-of-the-box PTAB and TTAB analytics are always at your fingertips.

### API

Docket Alarm offers a powerful API (application programming interface) to developers that want to integrate case filings into their apps.

#### **LAW FIRMS**

Build custom dashboards for your attorneys and clients with live data direct from the court.

Automate many repetitive legal tasks like conflict checks, document management, and marketing.

#### **FINANCIAL INSTITUTIONS**

Litigation and bankruptcy checks for companies and debtors.

### **E-DISCOVERY AND LEGAL VENDORS**

Sync your system to PACER to automate legal marketing.

