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**CREDIT CARD TYPE NOT FOUND** **Error Message**

This message displays in response to the following set of conditions:

- The [Credit Card Lookup] key is used.
- A credit card number is entered.
- The beginning digits of the credit card number do not correspond to any of those entered in the Tender/Media File.

This message indicates that either the number was entered incorrectly, or the system is not programmed to accept that type of credit card.

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**CURRENCY CONVERSION NOT ALLOWED WITH THIS TENDER/MEDIA KEY** **Error Message**

This message displays if a [Tender/media] key that is not programmed to accept foreign currency is pressed after a [Currency Conversion] key is pressed.

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**CURRENT SERVING PERIOD HAS EXPIRED** **Error Message**

This message displays when time has expired for the Serving Period currently in use on this UWS. Change to the correct Serving Period to ensure that default settings for that Serving Period take effect, and Serving Period totals are correctly posted.

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**DATABASE LOCKED** **Programming Error**

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**DATABASE WILL NOT FIT IN UWS/3 MEMORY** **Programming Error**

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**DECLARE TIPS** **Transaction Privilege Message**

This message displays if you attempt to use either the [Direct Tips] or [Indirect Tips] key to declare tips and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

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**DECLARE TIPS FOR OTHER EMPLOYEE** **Transaction Privilege Message**

This message displays if you attempt to use either the [Direct Tips] or [Indirect Tips] key to declare tips for other employees and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

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**DEFAULT CASH TENDER KEY NOT FOUND****Programming Error**

This message displays if you attempt to tender a check to cash when the “Default Cash Tender/Media” field in the Revenue Center Parameter File is set to 0 (Unassigned).

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**DEFAULT CHARGE TIP NOT FOUND****Programming Error**

This message displays if you press a tendering key programmed to require a charged tip but the “Charge Tip Service Charge” field is set to 0 (Unassigned).

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**DEFAULT ORDER TYPE IS INACTIVE****Error Message**

This message displays if you have set the order type as inactive and attempt to perform a transaction.

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**DEFINITION NOT FOUND FOR (name) or  
DETAIL LIMIT ERROR or  
DETAIL SEQUENCE ERROR or  
DETAIL TOO LARGE****Programming Errors**

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**DIRECT VOID****Transaction Privilege Message**

This message displays if you attempt to perform a direct void and are not privileged to do so. A privileged employee’s ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

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**DIRECT VOID NOT ALLOWED  
FOR PAYMENTS ON A CLOSED CHECK****Error Message**

This message displays if you attempt to use a direct void (e.g., you press [Void] [Cash]) when adjusting or reopening a closed check. Press [Clear] to continue. Payments must be removed using line number voids.

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**DIRECT VOID OF A PREVIOUS PAYMENT ENTRY  
NOT ALLOWED; USE LINE NUMBER VOID****Error Message**

This message displays if you attempt to use a direct void (e.g., you press [Void] [Cash]) when removing a payment made earlier in this service round (or in a previous service round.) Press [Clear] to continue. Payments must be removed using line number voids.

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**DISCOUNT AMOUNT ENTRY REQUIRED** **Error Message**

This message displays if you attempt to post an open amount discount without first entering the amount of the discount.

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**DISCOUNT AMOUNT TOO LARGE** **Error Message**

This message displays when a discount is entered for an amount larger than the total discountable sales. Press [Clear] to continue and enter a smaller amount.

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**DISCOUNT GROUP** **Transaction Privilege Message**

This message displays if you attempt to use a [Discount] key that is included in a privilege group for which your Employee Class does not have posting privileges. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

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**DISCOUNT NOT FOUND** **Error Message**

This message displays if a number outside the range of discount NLU numbers in the Discount File is entered when using a Discount NLU key. This message may also display if you press a [Discount] key that is not active on the currently assigned menu level(s).

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**EDIT NOT ALLOWED AFTER FOR ENTRY** **Error Message**

This message displays if you attempt to use the [\*/For] key twice in editing detail. For example, entering [3] [\*/For] [5] [\*/For] [Edit Seat] will generate this message. Press [Clear] to continue.

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**EDIT PRINTED ITEM** **Transaction Privilege Message**

This message displays if you attempt to edit a transaction detail item (e.g., menu item, discount, service charge, tender, etc.) assigned to a seat number that has been split and printed, and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

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**EMPLOYEE CLOCKED IN FOR OVER 24 HOURS** **Error Message**

This message displays if you attempt to adjust an employee's time card (using User Workstation Procedures) and credit the employee for a shift of more than 24 hours. Press [Clear] to continue.

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**EMPLOYEE HAS NO TIMECLOCK ENTRIES****Error Message**

This message displays if you reprint a timecard for an employee that has no timecard entries.

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**EMPLOYEE HAS NO VALID JOB CODES****Error Message**

This message displays if you are not assigned a valid job code and you attempt to clock in.

This message may display if you attempt to use a [Sign in to UWS RVC #] keys, and there are no valid job codes in the new Revenue Center's Job Code File or in your Employee File.

Press [Clear] to continue. You must see a manager to correct the situation.

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**EMPLOYEE ID CANNOT BE FOUND****Error Message**

This message displays if you enter either an Employee Number or Employee ID number, and the entry does not occur in the Employee File.

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**EMPLOYEE ID IS ALREADY IN USE****Error Message**

This message displays if you attempt to assign an ID to an employee (in User Workstation Procedures) and that ID is already assigned to another employee. Press [Clear] to continue.

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**EMPLOYEE INACTIVE****Error Message**

This message displays if you enter the Employee Number of an employee whose Employee ID is zero.

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**EMPLOYEE IS NOT PRIVILEGED  
TO RUN THE REQUESTED AUTOSEQUENCE****Error Message**

This message displays if you attempt to run an autosequence for which you are not privileged. Press [Clear] to continue. An authorized employee must sign in to run this autosequence.

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**EMPLOYEE OPEN ON SYSTEM** **Error Message**

This message displays if you attempt to access a time card record (by clocking in or out, by adjusting a time card, or by running a labor report) when the time card is already in use for one of these actions elsewhere on the System.

The System can be programmed to allow reports to ignore this condition. If this prompt appears when you attempt to clock in or out, you must wait until the procedure or report is complete.

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**EMPLOYEE SIGN IN** **Transaction Privilege Message**

This message displays when an employee who is not privileged to sign in attempts to do so. A privileged employee's ID must be entered to authorize the operation, or press [Clear] to cancel.

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**END OF FILE or  
END OF SEQUENCE** **Programming Error**

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**ENTER CASHIER NUMBER** **Operator Prompt**

This prompt displays if you attempt to begin a transaction without having first assigned cashier totals. Press [Clear] to continue. Use the [Assign Cashier] key to assign cashier totals.

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**ENTER CHARGE PAYMENT** **Operator Prompt**

This prompt displays after you have entered a charged tip, which must be followed by some form of charge payment. Enter a charge payment or void the charged tip.

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**ENTER CHECK ID** **Operator Prompt**

This prompt displays if the [Begin Check by ID] key or if the Operator is required to enter a Check ID when starting a check. Press [Clear] to continue.

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**ENTER CHECK NUMBER** **Operator Prompt**

This prompt displays for any of several guest check operations that require the guest check number to be entered.

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**ENTER CREDIT CARD INFO****Operator Prompt**

This prompt displays when the [Credit Card Lookup] key is pressed. Enter the credit card account number. The system will use this entry to search the Tender/Media File for a credit card preamble that matches the initial character(s) of this entry.

Press [Clear] to cancel the action or enter the credit card account number. The mag card reader may also be used to read the information from the credit card.

---

**ENTER CURRENCY AMOUNT****Operator Prompt**

This prompt may display when you press a [Currency Conversion] key. Enter the amount of the base currency which you wish to be converted to foreign currency.

---

**ENTER EXPIRATION DATE (MM/YY)****Operator Prompt**

This prompt displays when either of the following two keys is pressed:

- A [Tender/media] key programmed as a credit card key
- The [Credit Card Lookup] key.

Press [Clear] to cancel the action or enter the expiration date by keying a string of three or four digits and pressing [Enter]. For example, 999 and 0999 are both interpreted as September, 1999.

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**ENTER HELP SCREEN NUMBER****Operator Prompt**

This prompt displays if you press a [Help] key that is programmed to prompt for a Help Screen number. Enter a Help Screen number.

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**ENTER KEY REQUIRED****Operator Prompt**

This prompt appears in any of several operations which are required to end with the [Enter] key.

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**ENTER LINE NUMBER****Operator Prompt**

This prompt may display when using an [Edit Seat] key that is programmed to prompt for a line number.

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**ENTER NUMBER OF GUESTS** **Operator Prompt**

This prompt may display when beginning a guest check. This prompt cannot be removed with the [Clear] key. Either enter a number (0 is allowed), or press [Transaction Cancel].

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**ENTER PRICE INQUIRY ITEM** **Operator Prompt**

This prompt displays if you press the [Price Inquiry] key but did not enter the item directly after pressing the [Price Inquiry] key. Press the [Clear] key to continue.

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**ENTER REASON CODE** **Operator Prompt**

This prompt displays if you attempt to void or return an item that is not part of the current service round. You must enter a valid reason code from the pop-up dialog before continuing.

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**ENTER TABLE ID** **Operator Prompt**

This prompt displays if you press either the [Begin Check By Table] or the [Pickup Check By Table] key without first entering a table number. Enter a table number (an alphanumeric string of up to four characters).

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**ENTER TABLE (number)'S GROUP NUMBER** **Error Message**

This prompt displays if you pick up a check by table number, and there is more than one open check at that table. In this case, “number” is the alphanumeric table number that you entered.

Take any one of the following steps:

- Press [Clear] to cancel the check pickup.
- Enter the correct group number.
- Press [Enter] to display the summary of the open check with the lowest group number at that table. The prompt will change to “PICK UP THIS GUEST CHECK?”. Press [Enter] again to pick up this check. Press [Clear] to display subsequent open checks for this table. Press [Enter] when the correct check is displayed.

---

**ENTER (name) AMOUNT** **Operator Prompt**

This prompt displays when you use an NLU key to access a function that requires an amount entry to follow, such as an open food item, or an open discount or service charge.

The name used in the prompt is read from the selected record in the database file.

Thus, the prompt may read, "ENTER OPEN FOOD AMOUNT", or "ENTER COUPON AMOUNT", etc. Enter the amount requested for this item.

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**ENTER (name) EMPLOYEE ID or  
ENTER (name) EMPLOYEE NUMBER** **Operator Prompts**

One of these prompts displays after any of the following actions:

- You press a [Discount] key that posts to employee meal totals.
- You press either the [Direct Tips] or [Indirect Tips] key.
- You pickup a guest check, and your Employee File programming requires that you identify yourself.

Revenue Center programming determines which of these two prompts displays. The (name) field displays one of the following three terms, depending on the action taken:

- MEAL displays when posting an employee meal.
- TIP displays for the [Direct Tips] or [Indirect Tips] key.
- CHECK displays when picking up a check.

---

**ENTER (name) INFO** **Operator Prompt**

This prompt displays when a key is pressed that requires a reference entry, such as a menu item, discount, etc. The name used depends on the type of entry being made. For example, it may read, "TAX EXEMPTION", "CREDIT CARD", "DISCOUNT", etc.

Enter an alphanumeric string of up to 16 characters (or 19 characters, depending on System programming), or press [Clear] to cancel the posting of this item.

---

**ENTER SEAT NUMBER** **Operator Prompt**

This prompt displays when you attempt to change the current active seat. Enter the number of the seat to which you wish to change, or press [Clear] to cancel.



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**ENTER (name) PERCENT** **Operator Prompt**

This prompt displays when you use an NLU key to access a function that requires a percentage entry to follow, such as an open percentage Discount or an open percentage Service Charge. The name used in the prompt is read from the selected record in the database file. For example, the prompt may read, "ENTER COUPON PERCENTAGE".

Enter the percentage for this item, or press [Clear] to cancel.

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**ENTRY CONVERSION ERROR** **Error Message**

This message is used in UWS Procedures. It displays if you make an incorrect entry type in a field. For example, this message displays if you enter letters in a numeric field.

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**ENTRY EXCEEDS GUEST COUNT** **Error Message**

This message displays if, in a guest check transaction, you enter a seat number that is greater than the current guest count on the check. Press [Clear] to continue. Increase the guest count for this check, and begin again.

---

**ENTRY MUST BE ROUND AMOUNT** **Error Message**

This message appears if you tender a decimal amount (e.g., 1.23) and any of several rounding routines are in use (e.g., Round Balance Due, aka Finnish Rounding). Press [Clear] to continue.

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**ENTRY NOT ALLOWED WITH PERCENT DISCOUNT** **Operator Prompt**

You have attempted to multiply a tender macro that includes a percentage discount. You must press [Clear] to continue.

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**ENTRY NOT ALLOWED WITH PRESET DISCOUNT or  
ENTRY NOT ALLOWED WITH PRESET SERVICE CHARGE** **Error Message**

This message displays if you enter a number and then press a preset [Discount] key (e.g., [2] [Coupon]). Press [Clear] to continue.

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**ENTRY REQUIRED****Error Message**

This message may display under either of the following conditions:

- You press a function key (e.g., [Sign In], [Pickup Check], etc.) that should be preceded by letter or number entries and was not.
- An NLU screen is displayed and you press [Enter] without first typing a number.

---

**ENTRY TOO LARGE or  
ENTRY TOO SMALL****Error Message**

These messages indicate that a numeric entry was larger or smaller than allowed for that entry. For example, if a table number of more than four digits is entered, the message, "ENTRY TOO LARGE", displays.

---

**ERROR CHECKING FOR OPEN CHECKS****Error Message**

This message displays if the System is programmed to check for open checks (for example, before an employee clocks out, or before a certain autosequence runs) and is unable to complete the search due to System communication problems. Press [Clear] to continue.

---

**ERROR CORRECT****Transaction Privilege Message**

This message displays if you attempt to void a menu item, discount, service charge, or tender posted in the current round, and you are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**ERROR READING DEFINITION FOR CHAIN-TO TABLE****Programming Error**

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**EXEMPT AUTO GRATUITY****Transaction Privilege Message**

This message displays if you try to use the [Exempt Auto Service Charge] key and you are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

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**EXEMPT TAX** **Transaction Privilege Message**

This message displays if you are attempting to use one of the [Exempt Tax] keys and you are not privileged to exempt taxes. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

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**FAILURE ALLOCATING MEMORY** **Programming Error**

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**FAILURE READING (name)** **Programming Error**

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**FAST TRANSACTION CANNOT BE SERVICE TOTALLED** **Error Message**

This message displays if you attempt to service total a fast transaction and your system is not programmed to allow this. You must tender and close the guest check on the system before beginning another transaction.

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**FILE ERROR or FILE EXISTS** **Programming Error**

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**FILTER NOT ALLOWED DURING LINE-BY-LINE PRINTING** **Error Message**

This message displays if you attempt to use the [Seat Filter] key when you are using line-by-line customer receipt printing during a fast transaction. Press [Clear] to continue.

---

**FINAL TENDER ENTRY MUST BE VOIDED** **Error Message**

This message displays if you attempt to modify a re-opened check that was closed with a final tender and change was due. You cannot modify the check until you void the tender using the line item void method.

---

**FOR ENTRY HAS ALREADY BEEN MADE** **Error Message**

This message displays if you attempt to use the [\*/For] key twice when the function only allows one entry. Press [Clear] to continue.

---

**FOR ENTRY NOT ALLOWED WITH DECIMAL QUANTITY ENTRY** **Error Message**

This message displays if you attempt to use the [\*/For] key with a menu item that requires a decimal quantity entry. Press [Clear] to continue.

---

**FOR ENTRY NOT ALLOWED WITH PRESET MENU ITEM** **Error Message**

This message displays when you attempt to post a split price menu item using the [@/For] key with a preset priced menu item. Split pricing can be done only with open priced menu items.

---

**HELP SCREEN NUMBER (number) NOT FOUND** **Error Message**

This message displays if you attempt to access a help screen that does not exist. Press [Clear] to continue. Try another help screen number, or press [Help] and use the [Page Up] or [Page Down] key to search the Help Screen File.

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**HELP WINDOW HAS NO ENTRIES** **Error Message**

This message displays if you attempt to access an inactive [NLU] key, [MajGrp Menu Item] key, or [FamGrp Menu Item] key that has no active menu items on the current Menu Level(s). Press [Clear] to continue.

---

**HOLD NOT ALLOWED** **Error Message**

This message displays if Hold & Fire is active and you attempt one of these functions: Split Check, Transfer Check, Void Edit, or Repeat Round.

---

**HOLD NOT ALLOWED AFTER FOR ENTRY** **Error Message**

This message displays if you press the [@/For] key, then a [Hold Menu Item] key. You cannot use [@/For] with [Hold Menu Item]. To order multiples of an item placed on hold, you must press the item key combination as many times as you wish to order the item.

---

**HOLD NOT ALLOWED AFTER AT ENTRY** **Error Message**

This message displays if you press the [@/For] key, then a [Hold Menu Item] key. You cannot use [@/For] with [Hold Menu Item]. To order multiples of an item placed on hold, you must press the item key combination as many times as you wish to order the item.

---

**INCORRECT CONDIMENT GROUP** **Error Message**

This message displays when you attempt to add a condiment to a menu item, and that menu item's Menu Item Class is not programmed to require or allow this particular condiment. Press [Clear] to continue.

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**INTERNAL DATABASE ERROR** **Programming Error**

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**INVALID CHARGE TIP LINK** **Programming Error**

This message displays if you press a service charge key that has not been defined as a Charged Tip.

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**INVALID CHECK ID** **Error Message**

This message displays if blank spaces were entered instead of alphanumeric characters. Press [Clear] and enter the correct ID number to continue.

---

**INVALID EMPLOYEE ID** **Error Message**

This message displays if the System is programmed to require the Employee ID when using the [No Sale] key and an employee is not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

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**INVALID (date/time) ENTRY** **Error Message**

This message displays if you make an error when entering a date or time field. For example, if you enter "13" for the month, "32" for the day, or "61" for the minute, this message displays.

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**INVALID RESPONSE FROM PMS COMPUTER** **Error Message**

This message displays if the System is unable to interpret a message received from a PMS during a charge posting operation. Press [Clear] to continue, and post the PMS charge again. If the problem persists, this constitutes a Programming Error, or a hardware problem.

---

**INVALID SEAT NUMBER** **Error Message**

This message displays if an invalid seat number is entered with the [Seat #] key. Seat numbers must be between 1-63, inclusive. Press [Clear] to continue and enter a valid seat number.

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**INVALID SKU NUMBER** **Error Message**

This message displays if the System is programmed to perform a Check Digit Verification on SKU entries and the number was entered incorrect. Press [Clear] to cancel.

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**INVALID UPC NUMBER** **Error Message**

This message displays if the System is programmed to perform a Check Digit Verification on UPC entries and the number entered or scanned is incorrect. The barcode may be damaged or the manually entered number was incorrect. Press [Clear] to cancel.

---

**INVALID (other)** **Programming Error**

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**ITEM DISCOUNT NOT ALLOWED** **Error Message**

This message displays if an [Item Discount] key is pressed and the last menu item entered does not allow an item discount to be applied. Item discounts apply only to the last menu item entered.

---

**ITEM NOT IN FILE** **Error Message**

This message displays if the [MI SKU Entry] is used but the menu item number is nonexistent in the Menu Item File. Press [Clear] to continue.

---

**ITEM ORDERED FROM LDS IS NOT AN LDS ITEM** **Error Message**

This message displays if you attempt to order a menu item through the LDS, and that menu item is not a member of a Menu Item Class that is programmed as an LDS item.

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**ITEM WEIGHT KEY NOT ALLOWED AFTER AT** **Error Message**

This message displays if you press the [\*/For] key, then an [Item Weight] key. You cannot use [\*/For] with [Item Weight]. To order multiples of an item priced by weight, you must press the item key combination as many times as you wish to order the item.

---

**ITEMS HAVE BEEN ENTERED THIS ROUND** **Error Message**

This message displays if you attempt to split or add a guest check after entering items in the current round. Service total the check, then pick it up and continue.

---

**KEYBOARD IS THE WRONG TYPE FOR THIS WORKSTATION** **Error Message**

This message displays if you attempt to change to a keyboard intended for another type of UWS. For example, if you are using a UWS/1 and attempt to change to a keyboard programmed for a UWS/2, this message displays. Press [Clear] to continue.

---

**KEYBOARD 2 LINK OF SELECTED KEYBOARD NOT FOUND** **Error Message**

This message displays only for the UWS/1. The message displays when changing keyboards, if the UWS/1 is configured for two keyboards and the selected keyboard does not have a link for the second keyboard.

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**KEYBOARD 2 NOT ENABLED** **Error Message**

This message displays only for the UWS/1. The message displays if you press a [Keyboard Select] key for the second keyboard, and no second keyboard is programmed.

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**LAST ITEM HOLD NOT ALLOWED** **Error Message**

This message displays if you press the [Hold Menu Item] key and the last detail item was not a menu item. Press [Clear] to continue.

---

**LAST ITEM HOLD NOT ALLOWED AFTER PRINTING** **Error Message**

This message displays if you press the [Hold Menu Item] key and the seat check has already been printed during the current service round. Press [Clear] to continue.

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**LAST ITEM VOID NOT ALLOWED** **Error Message**

This message displays if you partially tender a guest check to a Property Management System (for example, through a room charge), then attempt to void the action. On completing the partial tender, the charge is automatically posted to the PMS computer, so a last item void is not allowed. To void an incorrect partial tender posted to a PMS, you must void as if it had been entered in a previous service round.

---

**LAST ITEM VOID NOT ALLOWED AFTER PRINTING** **Error Message**

This message displays if you print a memo check and then attempt to use last item void to remove a transaction detail item (e.g., Menu Item, Discount, Service Charge, or Tender/Media). Press [Clear] to continue.

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**LINE-BY-LINE FAST TRANSACTION CANNOT BE SERVICE TOTALLED** **Error Message**

This message displays if you are currently in a fast transaction that is printing a customer receipt as items are entered and you press the [Service Total] key.

---

**LINE NUMBER VOID NOT ALLOWED  
AFTER DIRECT VOID OF SAME ITEM****Error Message**

This message displays if you attempt to use line number void to remove an item that has already been removed by direct void. Press [Clear] to continue.

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**LOAN TYPE REQUIRED FOR BANK ENTRY****Error Message**

This message displays if you press a [Media Loan] key that is programmed incorrectly. Bank must be specified as a Loan type in the Tender/Media File.

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**MACRO DEFINITION NOT FOUND****Error Message**

This message displays if you press a [Macro] key and it does not exist in the Macro File for this Revenue Center.

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**MACRO INACTIVE****Programming Error**

This message displays if you press a [Macro] key that is programmed with key type 0 as its first step.

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**MAGNETIC CARD IS THE WRONG TYPE****Error Message**

This message displays if you swipe a card through the magnetic card reader that is of the wrong type. For example, you will receive this message if, during a tendering operation, you have swiped a magnetic card that is not a credit card.

---

**MAGNETIC CARD REQUIRED FOR EMPLOYEE ID ENTRY****Error Message**

This message displays if you attempt to sign in to a UWS using the keypad or touchscreen, and the UWS is programmed to require the use of magnetic cards for Employee ID entry. Press [Clear] to continue, and use a mag card to sign in.

---

**MANUALLY ENTER ITEM WEIGHT****Transaction Privilege Message**

This message displays if you attempt to enter a menu item weight with the [Item Weight] key and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.



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**MEMORY CANNOT BE ALLOCATED FOR HELP SCREEN** **Programming Error**

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**MENU ITEM ENTRY NOT ALLOWED WITHOUT GUEST CHECK** **Error Message**

This message displays if the current Revenue Center is programmed to prevent fast transactions. Press [Clear] to continue and begin a check using one of the [Begin Check] keys.

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**MENU ITEM GROUP** **Transaction Privilege Message**

This message displays if you attempt to post a menu item that is assigned to a privilege group for which your Employee Class does not have posting privileges. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

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**MENU ITEM NOT FOUND or  
MENU ITEM MASTER NOT FOUND or  
MENU ITEM PRICE NOT FOUND** **Error Messages**

These messages may display in response to either of two situations:

- A menu item is selected using a [Menu Item NLU] key, and the lookup number entered is not found in the appropriate menu item file.
- A menu item is selected that is not active on the current Menu Level(s).

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**MENU ITEMS ON CLOSED CHECKS CANNOT BE CHANGED** **Error Message**

This message displays if the current Revenue Center is programmed to prevent menu items from being altered on reopened checks. Press [Clear] to continue.

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**MENU ITEMS ON HOLD** **Error Message**

This message displays if you are using the hold and fire function, and you attempt to split, memo tender, or transfer this check before firing. Press [Clear] to continue. Fire the order and begin again.

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**MORE THAN 9 GUESTS?****Operator Prompt**

This prompt displays in response to either of two situations:

- A number greater than 9 is entered in response to the prompt, "ENTER NUMBER OF GUESTS".
- A number greater than 9 is entered using the [Guests] key.

Press [Enter] to confirm the number, or [Clear] to cancel it.

---

**MULTIPLE DECIMAL POINTS IN ENTRY STRING****Error Message**

This message displays if you enter a number with more than one decimal point. For example, entering the number 1.0.1 will generate this message. Press [Clear] and re-enter the number.

---

**MUST CLOCK IN TO (name)****Error Message**

This message displays if you attempt to clock in to a Revenue Center for which your record in the Employee File has not been programmed. The name of the Revenue Center to which you are assigned displays in the prompt.

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**MUST SELECT PARENT ITEM****Error Message**

This message displays when you attempt to use line item void to remove a condiment. Press [Clear] to continue, and void the entree (or "parent item"). The condiment will be removed as well.

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**NEGATIVE TRANSACTION BALANCE****Transaction Privilege Message**

This message displays if you attempt to drive the balance of the current transaction to a negative value and are not privileged to do so. (Depending on privileges, this may be done using discounts, voids, or negative priced menu items.) A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**NEW CHECK****Programming Error****NO CASH DRAWER ASSIGNED****Error Message**

This message displays if you use the [No Sale] key to open a cash drawer and there is no cash drawer assigned to you.

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**NO CHECK FILE PC DEFINED FOR THIS RVC or  
NO COMMS BUFFER or  
NO DETAIL FOR SLU** **Programming Errors**

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**NO EMPLOYEE ASSIGNED TO CASH DRAWER AT THIS WORKSTATION** **Error Message**  
This message displays if there is an attempt to use the [Unasgn Csh Drawr] key when there are no employees currently assigned to any cash drawer. Press [Clear] to continue.

---

**NO ENTRIES THIS ROUND** **Error Message**  
This message displays if, in a guest check transaction, you press [Void] twice without previously posting any voidable detail in the same service round.

---

**NO ENTRIES TO SPLIT** **Error Message**  
This message displays if you attempt to use the [Split Check] key to split a check before any entries have been posted to the check.

---

**NO HELP AVAILABLE** **Error Message**  
This message displays if you press the [Field Help] key (in User Workstation Procedures or User Workstation Reports) and no help windows are available for the field you have selected.

---

**NO ITEMS TO REPEAT** **Error Message**  
This message displays if you press the [Repeat Round] key and no items from the previous service rounds are programmed to repeat. Menu items must be programmed to allow their use with the [Repeat Round] key.

---

**NO KEYS IN TEMPORARY TOUCHSCREEN or  
NO KEYS IN TOUCHSCREEN or  
NO MENU ITEMS FOR CONDIMENT GROUP or  
NO MENU ITEMS FOR SLU**

**Programming Errors**

**NO MORE CHECKS AT THIS TABLE**

**Error Message**

This prompt may display if you press [Pickup By Table Number] for a table with multiple checks. The display shows the detail for the first check at the table. The System prompts, "PICKUP THIS GUEST CHECK?". If you respond by pressing [Clear] for "No", the display changes to show the detail for the next check open for the table. You may continue to respond "No", and each successive check at the table will be displayed.

If you press [Clear] for "No", when the last check at the table is displayed, the System displays, "NO MORE CHECKS AT THIS TABLE".

**NO MORE CLOSED CHECKS**

**Error Message**

If you pick up a closed check with [Adjust Closed Check] or [Reopen Closed Check] key, you will receive the prompt, "ADJUST/REOPEN THIS CLOSED CHECK?", if there is more than one guest check in the Closed Check File with this check number. If you respond by pressing [Clear] for "No", the display changes to show the detail for the next check with this check number. You may continue to respond "No", and each successive check with that check number will display.

If you press [Clear] for "No" when the last guest check with this number is displayed, the System displays: "NO MORE CLOSED CHECKS".

**NO MORE GROUPS AVAILABLE FOR THIS TABLE**

**Error Message**

This message displays when you are beginning a check by table number and the table entered already has the maximum number of groups open (99). If possible, close some of the open checks for this table and try again.

**NO MORE HELP SCREENS**

**Error Message**

This message displays when you are paging through Help Screens and no more help screens are available in the direction in which you are paging.

---

**NO MORE (name) REMAINING** **Error Message**

This message displays when you order a limited availability menu item and the counter for this item has decremented to zero, meaning there are none left.

The name used in the prompt is read from the selected record in the Menu Item Definition File.

Press [Clear] to continue. The number available for this menu item may be changed by an authorized employee using UWS Procedures.

---

**NON REVENUE SERVICE CHARGE NOT ALLOWED** **Error Message**

This message displays if you attempt to post a service charge that is programmed as a Non-Revenue Service Charge while in a transaction. The service charge must be posted inside a transaction.

---

**NO PRIVILEGE FOR MANAGER OPERATIONS** **Transaction Privilege Message**

This message displays when you attempt to perform one of the following actions and are not privileged to do so:

- Enter Manager Operations by pressing the [Mode] key.
- Access UWS Reports, by pressing [1] [Mode], or by selecting [1] after pressing the [Mode] key.
- Access Manager Procedures, by pressing [2] [Mode], or by selecting [2] after pressing the [Mode] key.

Press [Clear] to continue.

---

**NO REASON CODES DEFINED** **Programming Error**

This message displays if the revenue center has been configured to prompt for void reason codes and none are defined in the database.

---

**NO RESPONSE FROM PMS COMPUTER** **Error Message**

This message displays if the PMS has not responded to the 8700 System within the time limit set in the Interface File. Press [Clear] to continue, and try again. If this problem recurs, it may be caused by a problem with PMS communications, or it may indicate that the entry in the PMS Timeout field in the Interface File must be increased.

---

**NO REVENUE CENTER(S) DEFINED FOR THIS WORKSTATION or NO ROOM ON TOUCHSCREEN FOR DETAIL** **Programming Errors**

---

**NO SALE****Transaction Privilege Message**

This message displays if you are attempting to use the [No Sale] key to open a cash drawer and you are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**NO SALES ARE DISCOUNTABLE****Error Message**

This message displays if a [Discount] key is pressed and either of the following two conditions are in effect:

- No menu items have been posted that are programmed to add to the itemizers on which this discount calculates.
- The itemizers have been cleared by a previously applied discount.

---

**NO SALES TO APPLY SERVICE CHARGE TO****Error Message**

This message displays if a [Service Charge] key is pressed and either of the following two conditions are in effect:

- No menu items have been posted that are programmed to add to the itemizers on which this service charge calculates.
- The itemizers have been cleared by a previously applied service charge.

---

**NO SEAT TO SPLIT****Error Message**

This message displays if, in a transaction, there is no active seat and you attempt to use the [Split Check] key to split a check. To proceed, use seat filter or set the current seat number to an active seat before attempting to split the check.

---

**NOT ALLOWED IN TRAINING MODE****Error Message**

This message displays if you are in the Training Mode and attempt any of several actions that are not allowed in Training Mode (e.g., PMS posting, Credit Authorization, etc.).

---

**NOT ALLOWED WHILE FILTER IS ACTIVE** **Error Message**

This message displays when a [Transaction Cancel] or [Service Total] key is pressed while seat filtering is active. You may only use a tendering key while filtering is active, or press [Clear] to cancel the filter.

This message also displays if you attempt to post a subtotal discount while seat filtering is active, and your System has been programmed to prevent this. Press [Clear] to continue.

---

**NOT ALLOWED WITH CLOSED CHECK ADJUSTMENT** **Error Message**

This message displays if you attempt to make any changes to a closed check other than to change the tender type or the amount of the charged tip. You may adjust only the payment type or amount or the amount of a charged tip with the [Adjust Closed Check] key. Other items on a closed check may be added, removed, or changed using the [Reopen Closed Check] key.

---

**NOT ALLOWED WITH FAST TRANSACTION** **Error Message**

This message displays if you press an [Add/Xfer Check] key during a fast transaction. This message also displays if you press the [Split Check] key during a fast transaction printing a line-by-line customer receipt.

---

**NOT ALLOWED WITH NON-REVENUE SERVICE CHARGE POSTING** **Error Message**

Non-revenue service charges must be tendered immediately, and for the exact amount. This message displays if you attempt to add detail entries after posting a non-revenue service charge, or if you attempt to overtender the check.

---

**NOT ALLOWED WITH REOPENED CHECK** **Error Message**

This message displays if you press an [Add/Xfer Check] key after reopening a closed check. A check cannot be added to a reopened check. Press [Clear] to continue.

---

**NOT ALLOWED WITH TRANSACTION VOID** **Error Message**

This message may display in response to any of several actions that are not allowed after pressing [Transaction Void]. Examples include [Credit Authorization], [Repeat Round], etc. Press [Clear] to continue.

---

**NOT A WEIGHED ITEM** **Error Message**

This message displays if you attempt to use the [Item Weight] key to enter a weight for a menu item that is not sold by weight. (i.e., is not a member of a Menu Item Class that is programmed for weighed menu items.)

---

**NOT ENOUGH DB MEMORY** **Programming Error**

---

**NOT ENOUGH ROOM IN TRANSACTION DETAIL FOR VOID CHECK ENTRIES** **Error Message**

The Void Check operation creates a reverse entry for each line of detail that exists on the check. The number of detail entries allowed on each check is limited to an amount programmed in the Workstation File. This message displays if performing a Void Check operation that will exceed that limit.

---

**NOT PRIVILEGED FOR THIS PROCEDURE** **Error Message**

This message displays if you attempt to access a UWS Procedure for which you are not privileged. Press [Clear] to continue.

---

**NO TRANSACTION IN PROGRESS** **Error Message**

This message displays if you press a key that functions only within a transaction, and there is no transaction in progress. Examples include [Credit Auth], [Tax Exempt], [Filter Seat].

---

**NO VALID KEYS IN TOUCHSCREEN** **Programming Error**

---

**NULL OPERATION** **Programming Error**

---

**NUMBER OF GUESTS ENTRY REQUIRED** **Error Message**

This message displays if you are required to enter the number of guests each time you begin a check.



---

**OBJECT DOES NOT EXIST or ONE GROUP ALLOWED** **Programming Errors**

---

**ONE MOMENT, PLEASE...** **Operator Prompt**

This prompt displays briefly while the UWS communicates with other parts of the system to execute the function you just entered. For example, after pressing [Service Total], this message displays while the UWS communicates check and order information to the Revenue Center totals and order printers.

---

**ONE MOMENT PLEASE, PRINTING** **Operator Prompt**

This prompt displays briefly while the UWS communicates with output devices. These may include guest check or customer receipt printers, local and remote order devices, VDUs, or disk files.

---

**ONE MOMENT PLEASE, SENDING MESSAGE** **Operator Prompt**

This prompt displays when the UWS must initiate communications with a PMS computer to execute the function you just entered, such as a computer inquire or a room charge posting.

---

**ONLY CHARGE TIP SERVICE CHARGES ALLOWED DURING CLOSED CHECK ADJUST** **Error Message**

This message displays if you attempt to add a service charge that is not a charged tip during a closed check adjust procedure. You may only adjust the payment type or amount or the amount of a charged tip with the [Adjust Closed Check] key. To make other types of changes to a closed check, use the [Reopen Closed Check] key.

---

**ONLY 1 (name) REMAINING** **Error Message**

This message displays if you order two or more of a limited availability menu item when there is only one left.

The name used in the prompt is read from the selected record in the Menu Item Definition File.

Press [Clear] to continue. If you wish, you may order the last remaining menu item. (Quick! Before someone else gets it!) The number available for this menu item may be changed by an authorized employee using UWS Procedures.

**ONLY (number) ITEM(S) REMAINING** **Error Message**

This message displays if you order more of a limited availability menu item than are available to be sold. The number of remaining menu items displays in the message.

Press [Clear] to continue. If you wish, you may order the last remaining menu items. (Quick! Before someone else gets them!) The number available for this menu item may be changed by an authorized employee using UWS Procedures.

**ONLY (number) MB DISK SPACE REMAINING** **Error Message**

This message may display when a check is begun, picked up, transferred, adjusted, or reopened. It indicates that the PC's hard disk is in danger of becoming full (i.e., the amount of space left on the disk is less than the amount set in the Disk Full Warning Threshold field in the System Configurator's PC Table).

The hard disk may have become full because of the excessive size or number of files related to Open and Closed Check Files, saved totals sets, a Journal file, a Transaction Log file, reports that were saved to disk, etc. A privileged employee must create usable space on the hard disk (e.g., by printing, transmitting, or removing data files) in order to prevent System shutdown.

**ONLY ONE CHECK ALLOWED PER TABLE** **Error Message**

This message displays if you try to open more than one check for a table and the System is programmed to allow only one open check for a table at a time. If this message occurs, close the existing check before beginning a new one for this table.

**OPEN CHECK BLOCK SETTLEMENT** **Transaction Privilege Message**

This message displays if you press an [Open Check Block Settlement] key to settle a block of open checks, and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**OPEN CHECK FILE FULL**

**Error Message or  
Programming Error**

This message displays if you attempt to service total a check when the memory allocated for open check data is full. If this message displays, take an Open Check Report and close all the checks that can or should be closed. If this problem recurs with any frequency, it constitutes a Programming Error. More memory must be allocated for open checks in the System Configurator.

---

**OPEN ITEM - PRICE ENTRY REQUIRED**

**Error Message**

This message displays if you press a key for an open-priced Menu Item, and then press [Enter] without first entering an amount.

Press [Clear] to continue. You must first enter an amount when ordering an open-priced menu item.

---

**OPEN ON SYSTEM**

**Error Message**

This message displays if you attempt to pickup, add, or transfer a guest check that is already open on another UWS.

Refer to "OVERRIDE OPEN ON SYSTEM?" on page [A-50](#), and "CHECK IS OPEN ON (name)" on page [A-16](#).

---

**OPERATOR DEFINITION NOT FOUND**

**Programming Errors**

This message may display if an operator attempts to change transaction Revenue Centers, and the new Revenue Center does not contain an operator definition for this operator.

---

**ORDER CHAINING ACTIVE**

**Error Message**

This message displays if you have service totalled one or more checks with a [Chain] type service total key and attempt to add, transfer, or close the check before completing the chain and fire procedure. This message also displays if you try to begin a check with a different table number while order chaining is active. You can end the chaining process by pressing a regular [Service Total] key.

**ORDER CHAINING TO TBL (number)** **Error Message**

This message displays if you have service totalled one or more checks with a [Chain] type service total key and attempt to begin another check with the [Pickup Check By Number] key. You must begin each new check with the same table number as the first.

**ORDER TYPE** **Transaction Privilege Message**

This message displays if you press an [Order Type] key to change or declare an order type and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

**ORDER TYPE IS INACTIVE** **Error Message**

This message displays if you press an [Order Type] key and this order type is programmed as inactive. Normally, an inactive order type will not be programmed on the keyboard or touchscreen, and this message may indicate a programming error.

**OUT OF MENU ITEM** **Error Message**

This message displays if you select a menu item that has been set to "unavailable" in the System. A manager or other privileged employee can change the menu item's status through UWS Procedures.

**OVERRIDE CHECK OPEN ON SYSTEM** **Transaction Privilege Message**

This message displays if you attempt to override a check that is open on the system and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.



**WARNING**

Incorrect use of the open check override feature can lead to data loss. See the operator prompt, "OVERRIDE CHECK OPEN ON SYSTEM?", which follows.

---

**OVERRIDE CHECK OPEN ON SYSTEM? Operator Prompt**

This prompt may display if you attempt to pickup a guest check and either of the following conditions are in effect:

- The guest check was picked up by another operator and is currently open on another UWS.
- The guest check was picked up on a UWS that lost communication with the system while the check was open.

A privileged employee may use the Override Check Open On System function to “break” one UWS’s hold on a guest check. However, this function must be used with caution.

If the check is currently being used by another operator (the first condition described above), overriding will allow two operators to post to the same open guest check at the same time. This will cause system totals to be out of balance, and may cause problems with order printing.

Make sure that overriding is absolutely necessary before using this function. Another operator may have picked up this check by mistake, or the check may have been inadvertently left open on another UWS.

Press [Enter] to confirm that you want to override, or press [Clear] to cancel.

---

**OVERTENDER NOT ALLOWED Error Message**

This message displays if your Revenue Center is not programmed to allow overtenders.

---

**OVERTENDER OF CLOSED CHECK NOT ALLOWED Error Message**

This message displays if your Revenue Center is not programmed to allow overtenders of closed checks.

---

**PARTIAL PAYMENT WITH CA NOT ALLOWED Error Message**

This message displays if an attempt is made to perform a partial tender of a credit card on a fast transaction when using line-by-line printing. Press [Clear] to cancel.

---

**PARTIAL TENDER NOT ALLOWED Error Message**

This message displays if your Revenue Center is not programmed to allow partial tenders.

---

**PAY NEGATIVE TRANSACTION** **Transaction Privilege Message**

This message displays if you attempt to tender a check with a negative amount due (that is, pay a credit to the customer) and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**PAY ZERO TRANSACTIONS** **Transaction Privilege Message**

This message displays if you attempt to tender a check with a zero balance due and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**PAYMENT AMOUNT OVER LIMIT** **Transaction Privilege Message**

This message displays when posting a tender to a guest check under the following conditions:

- The amount tendered is greater than the High Amount Lockout (HALO) value programmed for this [Tender/media] key.
- This Revenue Center is programmed to require authorization to exceed a HALO.
- The operator is not privileged to exceed a HALO.

A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**PERCENTAGE ITEM DISCOUNT NOT ALLOWED WITH TRANSACTION VOID** **Error Message**

This message displays if you attempt to post a percentage item discount while the Transaction Void mode is active. Press [Clear] to continue.

---

**PERCENT OF TOTAL DUE NOT ALLOWED AFTER AT** **Error Message**

This message displays if you press the [\*/For] key, then the [Percent Tender] key. You cannot use [\*/For] with [Percent Tender]. Press [Clear] to continue.

---

**PICKUP CHECK DIFFERENT RVC** **Transaction Privilege Message**

This message displays if you attempt to pick up a guest check that was opened in another Revenue Center using one of the [Pickup Check, RVC] keys and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**PICKUP OTHER EMPLOYEE'S CHECK** **Transaction Privilege Message**

This message displays if you attempt to pick up another operator's guest check and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**PICK UP THIS CHECK?** **Operator Prompt**

This prompt displays if you press [Pickup By Table Number] for a table with multiple checks. The display shows the detail for the first check at the table. The System prompts: "PICKUP THIS GUEST CHECK?". If you respond by pressing [Clear] for "No", the display changes to show the detail for the next check open for the table. You may continue to respond "No", and each successive check at the table will be displayed. Press [Clear] for "Yes" to select the check being displayed.

If you press [Clear] for "No" when the last check at the table is displayed, the System displays: "NO MORE CHECKS AT THIS TABLE".

---

**POST PAYMENTS** **Transaction Privilege Message**

This message displays if an employee attempts to post a payment to a guest check and is not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**PRESS CANCEL TO ABORT PRINT** **Operator Prompt**

This message displays while UWS Reports are printing. If you press [Clear] before a reset report is finished printing, the reset does not take place.

---

**PRESS CLEAR TO CONTINUE** **Operator Prompt**

This prompt may be programmed to display along with an error message after a transaction error.

---

**PRESS CLEAR TO EXIT HELP****Operator Prompt**

This message displays when you have pressed a [Help] key. It is the only way to exit the Help Screen function.

---

**PRICE INQUIRY NOT ALLOWED****Error Message**

This message displays when the [Inquire Price] key is used with a [Menu Item] key which is an open priced menu item. Press [Clear] to continue

---

**PRICE OVERRIDE NOT ALLOWED****Error Message**

This message displays when the [Menu Item Price Override] key is used with one of the following:

- open priced menu item
- non-priced menu item
- other function keys (discount or service charge, etc)
- filtered seat
- memo check printing

Press [Clear] to continue.

---

**PRINT CHECK?****Operator Prompt**

This prompt appears when splitting a check, unless the check is programmed to print automatically when split. Press [Enter] to print the check, or press [Clear] to continue.

---

**PRINT MEMO CHECK****Transaction Privilege Message**

This message displays if you attempt to tender a check with a [Print Memo Check] tendering key and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**READY FOR YOUR NEXT ENTRY****Operator Prompt**

This prompt displays any time that the UWS is ready to receive an entry.

---

**REOPEN CLOSED CHECK****Transaction Privilege Message**

This message displays if you attempt to reopen a check with the [Reopen Closed Check] key and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---



---

**REOPEN THIS CLOSED CHECK?** **Operator Prompt**

This prompt may display if you pickup a closed check with the [Adjust Closed Check] or [Reopen Closed Check] key. If there is more than one closed check with the check number that you have entered, the first check displays with the prompt, "REOPEN THIS CLOSED CHECK?". If you respond by pressing [Clear] for "No", the display changes to show the detail for the next check with this check number. You may continue to respond "No", and each successive check with that check number will display. Press [Enter] for "Yes" to select the check being displayed.

If you press [Clear] for "No" when the last guest check with this number is displayed, the System displays: "NO MORE CLOSED CHECKS".

---

**REPEAT ROUND IS NOT ALLOWED  
IF ITEMS HAVE BEEN ENTERED IN THE CURRENT ROUND** **Error Message**

This message displays if the [Repeat Round] key is pressed in the current service round after other entries have already been made. The [Repeat Round] key can be pressed only at the beginning of a service round, before any other keys are pressed. Press [Clear] to continue.

---

**REPRINT CLOSED CHECK** **Transaction Privilege Message**

This message displays if you attempt to reprint a closed guest check and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**REPRINT GUEST CHECK** **Transaction Privilege Message**

This message displays if you attempt to use a [Print Check] key to print a guest check when you are a by-round operator and you are not privileged to reprint a guest check. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**REPRINT MEMO CHECK** **Transaction Privilege Message**

This message displays if you attempt to reprint a memo check and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**REPRINT TIMECARD** **Transaction Privilege Message**

This message displays if you attempt to reprint a time card and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**REPRINT TIMECARD, ENTER ID NUMBER** **Operator Prompt**

This prompt displays if you press the [Reprint Timecard] key and are privileged to use it. Enter the ID number of the employee whose timecard is to be reprinted.

---

**RESET NOT ALLOWED WITH DEMO SOFTWARE KEY** **Error Message or Programming Error**

This message displays if you attempt to reset reports on a System that is running on the Demo Software Key. In order to reset reports, a genuine Software Key must be installed, and must be properly entered in the System Parameters File.

---

**RETURN ITEM FROM THIS CHECK** **Transaction Privilege Message**

This message displays if you attempt to use the [Return] key and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**RETURN NOT ALLOWED** **Error Message**

This message displays if, with a guest check active, you press the [Return] key and then attempt to return a detail entry other than a menu item, such as a discount, service charge, or tender.

---

**REVENUE CENTER IS CLOSED FOR REPORTING**

This message displays if the Revenue Center is running an autosequence that is programmed to lock the UWS while report totals are being reset. The prompt will clear in a few minutes.

---

**RVC DOES NOT EXIST or  
RVC IS NOT ACTIVE ON THIS PC**

**Programming Error or  
Error Message**

These prompts may appear if an operator attempts to change the transaction Revenue Center or pickup a check in a Revenue Center that is:

- not listed in the Revenue Center Configuration File,
- listed in the Revenue Center Configuration File, but not entered in the Active on PC field for this PC,
- listed and active in the Revenue Center Configuration File, but not listed in the Workstation Table's Revenue Center Link fields for this UWS.

Press [Clear] to continue. Select an active Revenue Center.

---

**SCALE AT ZERO**

**Error Message**

This message displays if the weight registered on an attached electronic scale is zero. Press [Clear] to cancel.

---

**SCALE IN MOTION**

**Error Message**

This message displays if you are using an attached electronic scale, and the weight reading is not steady when you press the weighted [Menu Item] key. This message may also be generated if someone is touching the scale. Ensure the scale reading is steady before pressing the weighted [Menu Item] key. Press [Clear] to continue.

---

**SCALE CALIBRATION ERROR**

**Error Message**

This message displays if the scale is not calibrated to zero. Press [Clear] to cancel.

---

**SCALE FAILURE**

**Error Message**

This message may display if the User Workstation is not configured properly or if there is a malfunction with the scale itself. Press [Clear] to cancel.

---

**SCALE MUST READ 0 FOR MANUAL WEIGHT ENTRY**

**Error Message**

This message displays if the scale does not read 0 when entering the weight of an item manually. Press [Clear] to continue.

---

**SCALE OVER CAPACITY****Error Message**

This message displays if the weight placed on the scale is greater than the scale capacity. If the weight to be sold is over the capacity, divide the item in two and post each half as separate menu items.

---

**SCALE UNDER CAPACITY****Error Message**

This message displays if the weight registered on an attached electronic scale is less than zero. The pan for holding the item to be weighted may be missing or something may be stuck under it.

---

**SCALE UWS ERROR****Error Message**

This message is displayed if there is a hardware problem with the port the electronic scale is attached to at the UWS. Press [Clear] to continue.

---

**SCALE NOT CONFIGURED AT UWS****Error Message**

This message is displayed if an electronic scale is attached to a User Workstation but it is not configured in the UWS Configuration File. Press [Clear] to continue. Check the UWS Configuration File.

---

**SCALE RESPONSE TIMEOUT****Error Message**

This message displays if a weighed [Menu Item] key is pressed and the User Workstation is expecting a weight signal (from the attached electronic scale) which is not received. Press [Clear] to continue.

---

**SCALE RESPONSE ERROR or  
SCALE RESPONSE WEIGHT ERROR****Error Message**

This message displays if the electronic signal received from the scale is incorrect. Press [Clear] to continue.

---

**SEAT CLOSED****Error Message**

This message displays if you attempt to include in a filter a seat number that was previously filtered and tendered and there is no amount due against that seat number.

---

**SEAT NUMBER ENTRY REQUIRED** **Error Message**

This message may display if you begin a check and attempt to post items to a guest check without entering a seat number. Press [Clear] to continue. Declare an active seat before posting menu items or other detail entry.

---

**SELECT CASH DRAWER TO UNASSIGN** **Operator Prompt**

This prompt displays when a manager with the proper authorization uses the [Unasgn Csh Drawr] key to unassign another operator. Enter employee to unassign or press [Clear] to cancel.

---

**SELECT CHECK REVENUE CENTER** **Operator Prompt**

This prompt may display when you press the [Transfer Check] key. A help window displaying the available Revenue Centers accompanies this prompt. Enter the number of the correct Revenue Center.

---

**SELECT (COURSE NAME)** **Operator Prompt**

This prompt displays when you need to make a Fixed Price Meal course selection for the currently active seat. You must select a menu item to continue.

---

**SELECT YOUR JOB ASSIGNMENT** **Operator Prompt**

This prompt may display when you clock in, if the time clock schedule is programmed to allow you to select your Job Code for this shift. The available job codes display in a help window. Enter the number for the appropriate Job Code.

---

**SELECTED KEYBOARD NOT FOUND** **Error Message**

The message displays when changing keyboards, if the keyboard selected is not active. Press [Clear] to continue.

---

**SELECTED KEYBOARD SAME AS CURRENT KEYBOARD** **Error Message**

This message displays if you attempt to change to the keyboard that is already in use.

---

**SELECTED SEAT HAS NO ENTRIES** **Error Message**

This message displays if you enter a seat number (e.g., while splitting a check) that has no menu items entered for it and press the [Filter Seat] key.

---

**SELECTED SEAT IS ALREADY CLOSED****Error Message**

This message displays while splitting a check, if the seat number that you are attempting to split has already been split or has been memo tendered.

---

**SEND MESSAGE AGAIN?****Operator Prompt**

This prompt displays if the 8700 System “times out” while waiting for a response from a PMS. Press [Enter] to try again, or [Clear] to cancel the posting.

---

**SEND MESSAGE TO BACKUP?****Operator Prompt**

If your system is programmed to use a backup PMS, this prompt displays if you sent the message again (see previous prompt) and the second attempt also failed. Press [Enter] to send the message to the backup PMS, or press [Clear] to cancel the posting.

---

**SERVICE CHARGE DOLLAR AMOUNT ENTRY REQUIRED****Error Message**

This message displays if you press an open dollar amount [Service Charge] key without first entering a dollar amount.

---

**SERVICE CHARGE GROUP****Transaction Privilege Message**

This message displays if you attempt to use a [Service Charge] key that is included in a privilege group for which your Employee Class does not have posting privileges. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**SERVICE CHARGE NOT FOUND****Error Message**

This message displays if a number outside the range of service charge NLU numbers is entered when using a Service Charge NLU key. It will also display if a direct access service charge key is not correctly identified in the Discount/Service Charge File. The first case is usually simply an erroneous key strike. The second case is a programming error.

---

**SERVICE CHARGE PERCENT ENTRY REQUIRED****Error Message**

This message displays if you press an open percentage [Service Charge] key without first entering the percentage.

---

---

**SERVICE CHARGE PERCENT ENTRY TOO LARGE** **Error Message**

This message displays if you attempt to post an open percentage Service Charge greater than 100%. Press [Clear] to continue.

---

**SERVICE CHARGE THAT ADDS TO GUEST COUNT REQUIRED** **Error Message**

This message displays if your system is programmed to require a service charge that adds to the guest count for each check (this is usually a cover charge). Press the [Service Charge] key that adds to the guest count.

---

**SHADOW FILE CURB** **Programming Error**

---

**SIGN IN, ENTER YOUR ID NUMBER** **Operator Prompt**

This prompt displays when there is no operator signed in on the UWS. Signing in, clocking in, and PMS inquire are the only functions that are allowed when the UWS is in this state.

---

**SIGN-IN NOT ALLOWED: EMPLOYEE ID CANNOT BE FOUND** **Error Message**

This message displays if an invalid number is entered at sign in. Press [Clear] to continue.

---

**SIGN-IN NOT ALLOWED: RVC (number) NOT FOUND** **Error Message**

This message displays if the Revenue Center to which the employee is linked in the Employee File is not included in the list of Revenue Centers that this UWS can access. The Revenue Center number displayed is drawn from the Revenue Center Configuration File.

---

**SIGN IN TO DIFFERENT REVENUE CENTER** **Transaction Privilege Message**

This message displays when an employee attempts to sign on to a UWS which is currently attached to another Revenue Center, and is not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**SLU NUMBER OUT OF RANGE or  
SLU STYLE IS LINKED TO AN INVALID TOUCHSCREEN or  
SLU STYLE NOT FOUND** **Programming Errors**

---

**SOFTWARE KEY NOT PRESENT FOR (name)** **Programming Error**

---

**SPLIT CHECK** **Transaction Privilege Message**

This message displays if you attempt to use the [Split Check] key and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**SPLIT CHECK?** **Operator Prompt**

This prompt displays to confirm a [Split Check] operation. Press [Enter] to split the seat numbers showing on the screen to a new check. Press [Clear] to cancel split check.

---

**SYSTEM CLOSED**

This message displays on the UWS if the 8700 System's Operations module has been turned off at the Control Panel.

---

**SYSTEM IS CLOSED FOR REPORTING**

This message displays if the System is running an autosequence that is programmed to lock the UWS while report totals are being reset. The prompt will clear in a few minutes.

---

**TABLE ALREADY ENTERED** **Error Message**

This message displays if you are in a transaction with a check that already has a table number assigned and you attempt to use the [Table Number] key to assign a table number.

---

**TABLE ENTRY NOT FOUND** **Error Message**

This message displays when you attempt to begin, pick up, or transfer a check by table number and a table number is entered that is not listed in the Revenue Center's Table File.

---

**TABLE NUMBER ENTRY** **Transaction Privilege Message**

This message displays if you attempt to use the [Table Number] key to assign a table number to a guest check and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---



---

<b>TABLE NUMBER ENTRY REQUIRED</b>	<b>Error Message</b>
------------------------------------	----------------------

This message displays if you are programmed to handle checks by table number (including beginning a check by check number), and you attempt to post detail to the check without entering a table number.

---

<b>TABLE NUMBER KEY OR ENTER KEY REQUIRED</b>	<b>Error Message</b>
---	----------------------

This message displays under the following conditions:

- The system is expecting a table number entry (e.g., when using the [Begin Check By Table] key) and has prompted you for a table number.
- You pressed number keys, and then pressed any key except for [Table Number] or [Enter].

Press [Clear] to continue. Press the number keys, and then press either [Table Number] or [Enter].

---

<b>TARE WEIGHT TOO LARGE</b>	<b>Error Message</b>
------------------------------	----------------------

This message displays if you enter a weight for a weighed menu item that is smaller than the tare weight (the weight of the empty packaging). Press [Clear] to continue. Enter the combined weight of the weighed menu item and its package.

---

<b>TAX CLASS NOT FOUND</b>	<b>Programming Error</b>
----------------------------	--------------------------

---

<b>TAX CLASS PROGRAMMING ERROR: ONLY ONE INCLUSIVE TAX RATE ALLOWED</b>	<b>Programming Error</b>
---	--------------------------

---

<b>TAX EXEMPTION NOT ALLOWED BEFORE THIS PAYMENT</b>	<b>Error Message</b>
--	----------------------

This message displays if you attempt to press a [Tax Exempt Coupon] tendering key after pressing an [Exempt Tax] key. In the unlikely event that you need to exempt all of a tax rate *and* tender a Tax Exempt Coupon, you must make a zero payment to another tender after pressing the [Exempt Tax] key, and then pick up the check and press the [Tax Exempt Coupon] key.

---

<b>TAX RATE IS NOT ACTIVE</b>	<b>Programming Error</b>
-------------------------------	--------------------------

This message displays if you press the [Tax Shift Rate *n*] key for a tax rate that is disabled by the current order type. Press [Clear] to continue.

---

**TAX SHIFT NOT ALLOWED****Error Message**

This message displays if a [Tax Shift Rate *n*] key is pressed after a non-priced menu item has been entered (i.e., condiments). The [Tax Shift Rate *n*] key will only affect the last priced menu item entered, and should be pressed prior to condiment selections. Press [Clear] to continue.

---

**TENDER ENTRY REQUIRED****Error Message**

A Revenue Center may be programmed to require tendering in full after a partial tender. If you post a partial tender, and then attempt to do anything else but close this check, this message displays. Press [Clear] to continue. You may void the partial tender that was just entered, or you may fully tender the check.

---

**TENDER/MEDIA GROUP****Transaction Privilege Message**

This message displays if you attempt to use a [Discount] key that is included in a privilege group for which you are not privileged. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**TENDER/MEDIA NOT FOUND****Error Message**

This message displays if the number entered with a [Tender NLU] key is outside the range of Tender/Media key sequence numbers defined in the Tender/Media File. It will also display if a credit card number has not been defined with a [Credit Card] key or a [Credit Card Lookup] key before pressing the [Credit Card Recall] key.

---

**TENDER MUST BE VOIDED BEFORE THIS SERVICE CHARGE****Error Message**

This message displays if you attempt to void a charged tip before voiding its associated tender. Press [Clear] to continue. Void the tender, then the charged tip.

---

**THIS AUTOSEQUENCE NOT ALLOWED  
WHILE EMPLOYEES ARE CLOCKED IN****Error Message**

This message displays if you attempt to run certain autosequences while employees are still clocked in. Press [Clear] to cancel this autosequence. Make sure that all employees are clocked out before trying again.

---

**THIS AUTOSEQUENCE NOT ALLOWED WHILE THERE ARE CHECKS OPEN** **Error Message**

This message displays if you attempt to run certain autosequences while there are open guest checks in the system. Press [Clear] to cancel this autosequence. Make sure that all guest checks are closed before trying again.

---

**THIS CHECK CANNOT BE ADJUSTED or THIS CHECK CANNOT BE REOPENED** **Error Message**

One of these messages displays, together with one of the messages listed below, if you attempt to adjust or reopen a check that cannot be accessed. The second line of the message defines the reason that the check is inaccessible:

- CHECK HAS ALREADY BEEN OPENED TO: (number)
- CHECK WAS ADDED TO: (number)
- CHECK WAS TRANSFERRED TO: (number)
- CHECK HAS NO DETAIL ENTRIES
- CHECK WAS CANCELLED

---

**THIS CHECK HAS BEEN PICKED UP BY ANOTHER WORKSTATION** **Error Message**

This message displays if you attempt to pickup a check that has already been picked up at another UWS.

---

**THIS OPERATOR IS NOT ALLOWED TO BEGIN A CHECK** **Error Message**

This message displays if you attempt to use the [Begin Check By Table] key or the [Begin Check By Number] key and you are not privileged to do so. Check with your manager to correct the situation.

---

**THIS WORKSTATION HAS NO CASH DRAWERS** **Programming Error**

This message displays if the # of Cash Drawers field has not been programmed in the UWS Table and the [Asgn Csh Drawr] was used. Press [Clear] to continue.

---

**THIS WORKSTATION IS NOT PROGRAMMED TO ALLOW CASH DRAWER ASSIGNMENT** **Programming Error**

This message displays if the UWS has not been configured in the UWS Table to have a cash drawer(s) assigned to it. Press [Clear] to continue.

---

**THIS UWS PROCEDURE IS NOT ALLOWED FOR A SHARED REVENUE CENTER**

**Error Message or Transaction Privilege Message**

This message displays if you attempt to use the following UWS Procedures in a child Revenue Center:

- Change Menu Item Class
- Change Menu Item Assignment
- Print Menu Item Price

These files are not maintained in a child Revenue Center. In order to perform these UWS Procedures, you must be signed in to the parent Revenue Center that contains the Menu Item files.

This message also displays if you are not privileged to perform these procedures in other Revenue Centers.

---

**TIME CARD PC NOT ACCESSIBLE**

**Error Message**

This message displays if the time card PC (the PC in your System that stores time card detail) is out of communication, and you attempt any of the following actions:

- Clock in or out.
- Adjust employee's time card using User Workstation Procedures.
- Examine or Reset any Labor reports.

This message may also display as a Programming Error, if a time card PC has not been designated in the System Parameters File of the System Configurator module.

---

**TIME CLOCK DETAIL FILE ERROR or TIME CLOCK OVERHEAD FILE ERROR**

**Programming Errors**

---

**TIME CLOCK DETAIL FILE FULL**

**Error Message**

This message displays if you attempt to clock in or out and there is no room in the Time Clock Detail file to record the action. You cannot clock in or out until some detail entries are cleared by taking a reset Employee Labor report for one or more employees. If this problem recurs with any frequency, it constitutes a Programming Error. More memory must be allocated for Time Clock Detail in the System Configurator.

---

**TOO FEW ITEMS** **Programming Error**

---

**TOO MANY DETAIL ENTRIES FOR THIS WORKSTATION** **Error Message**

The number of detail entries allowed on each check is limited to an amount programmed in the Workstation File. This message displays if you attempt to add two checks that would combine to form a single large check that would exceed the detail entry limit. Press [Clear] to continue.

---

**TOO MANY DIGITS AFTER DECIMAL** **Error Message**

This message displays if you enter a decimal amount that is more complex than the system is expecting. For example, this message displays if you enter 0.123456789 for an open percentage Service Charge.

---

**TOO MANY DIGITS IN CHECK NUMBER ENTRY** **Error Message**

This message displays if you enter more than four digits when you begin a check with the [Begin Check by Number] key. Enter the check number again, using a number with four digits or less.

---

**TOO MANY DIGITS IN ENTRY** **Error Message**

This message displays when more digits are entered than are allowed for this entry. For example, this message displays if you attempt to enter a seven-digit number for the number of guests. This entry allows up to four digits.

---

**TOO MANY FIXED PRICE MEAL COURSES ENTERED** **Error Message**

This message displays when you select a quantity key to satisfy a course requirement for more than one seat, and the quantity entered exceeds the number of seats that require a selection from the active course. You must press [Clear] before attempting to enter the correct quantity again.

---

**TOO MANY GROUPS** **Programming Error**

---

**TOO MANY GUEST CHECKS PRINTED** **Transaction Privilege Message**

This message displays if you attempt to reprint a check more than the number of times allowed by Revenue Center programming, and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**TOO MANY KEYS IN TOUCHSCREEN  
TOO MANY UWS FOR SOFTWARE KEY  
TOUCHSCREEN KEYS OVERLAP****Programming Errors**

---

**TRANSACTION CANCEL NOT ALLOWED****Error Message**

This message displays when you press the [Transaction Cancel] key when you have re-opened a check using the [Reopen Closed Check] key.

---

**TRANSACTION CANCEL NOT ALLOWED  
AFTER CHARGE POSTING****Error Message**

This message displays when you press the [Transaction Cancel] key when a PMS posting has already taken place in this service round.

---

**TRANSACTION CANCEL NOT ALLOWED  
AFTER PRINTING IN THIS ROUND****Error Message**

This message displays when you press the [Transaction Cancel] key after memo checks have been printed in this round.

---

**TRANSACTION CANCEL NOT ALLOWED  
AFTER SPLITTING****Error Message**

This message displays if you press the [Transaction Cancel] key after using the [Split Check] key. You may only service total, print, or tender a split check.

---

**TRANSACTION FILE FULL****Error Message**

This message displays if the check has become too long (114 or more lines of detail entries). If this message displays, the check must be tendered and closed, and additional items posted to another check.

---

**TRANSACTION IN PROGRESS****Error Message**

This message displays if you press a [Begin Check] key while another check is open on the UWS. Press [Clear] to continue. Service Total or cancel the current transaction before beginning a new check.

---

**TRANSACTION VOID** **Transaction Privilege Message**

This message displays if you attempt to use the [Transaction Void] key and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**TRANSACTION VOID NOT ALLOWED AFTER ENTRIES MADE THIS ROUND** **Error Message**

This message displays if you attempt to use the [Transaction Void] key after entries have been made in this round.

---

**TRANSFER A GUEST CHECK** **Transaction Privilege Message**

This message displays if you attempt to transfer a guest check and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**TRANSFER BLOCK OF CHECKS** **Transaction Privilege Message**

This message displays if you attempt to use the [Block Transfer] key to transfer all of one employee's checks to another and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**TRANSFER THIS CHECK?** **Operator Prompt**

This prompt displays when you are not in a guest check transaction and have picked up another check with an [Add/Transfer Check] key. Press [Enter] if you want to add the check to the current check, [Clear] if not.

---

**UWS PROCEDURE FILE ERROR** **Programming Error**

---

**UNASSIGN CASH DRAWER 1?  
UNASSIGN CASH DRAWER 2?** **Operator Prompt**

These prompts will display when an operator, with the proper authorization, uses the [Ussgn Csh Drawr] key. Press [Enter] to continue or [Clear] to cancel.

---

**VALID ENTRY REQUIRED** **Error Message**

This message displays in UWS Procedures if you fail to make the type of entry that the field requires. For example, if you enter "100" in a one-digit field, this message displays.

---

**VALID SERVING PERIOD REQUIRED TO BEGIN A TRANSACTION** **Error Message**

This message displays if the following conditions are in effect:

- The current Serving Period has expired.
- Revenue Center programming requires that a Serving Period be active in order to post sales.
- An operator attempts to begin a transaction.

Press [Clear] to continue. A privileged employee must change the active Serving Period.

---

**VOID CHECK** **Transaction Privilege Message**

This message displays if you attempt to use the [Void Check] key and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**VOID CHECK NOT ALLOWED AFTER DIRECT VOID ENTRIES** **Error Message**

This message displays if you press the [Void Check] key in a service round after you have already used direct voids to remove entries. The [Void Check] key must be the first key pressed at the beginning of a service round.

---

**VOID CHECK NOT ALLOWED AFTER ENTRIES MADE THIS ROUND** **Error Message**

This message displays if you press the [Void Check] key in a service round after you have already made an entry in this round. The [Void Check] key must be the first key pressed at the beginning of a service round.

---

**VOID CHECK NOT ALLOWED AFTER PMS OR CA ENTRY** **Error Message**

This message displays if you press the [Void Check] key in a service round after you have already posted to a PMS or a Credit Authorization server. The [Void Check] key must be the first key pressed at the beginning of a service round.

---

**VOID DISCOUNT** **Transaction Privilege Message**

This message displays if you try to void a discount (either amount or percentage) posted in a previous service round and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to continue.

---



---

**VOID DISCOUNT AFTER PRINTING** **Transaction Privilege Message**

This message displays if you try to void a discount (either amount or percentage) after a check has been printed, and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**VOID DISCOUNT AFTER TENDERING** **Transaction Privilege Message**

This message displays if you try to void a discount (either amount or percentage) after a check has been tendered, and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**VOID ITEM FROM PREV ROUND** **Transaction Privilege Message**

This message displays if you attempt to void a menu item that was posted in a previous service round and are not privileged to do so. It also displays if you attempt to use the [Return] key and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**VOID ITEM ON LINE (number)?** **Operator Prompt**

This prompt requires you to confirm that you wish to void the item on the line displayed in the prompt. Press [Enter] to confirm or [Clear] to cancel the operation.

---

**VOID MENU ITEM ON CLOSED CHECK** **Transaction Privilege Message**

This message displays if you attempt to void menu items on a closed check and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**VOID NOT ALLOWED AFTER FOR ENTRY** **Error Message**

This message displays if you attempt to use the [\*/For] key twice in voiding a detail entry. For example, entering [3] [\*/For] [5] [\*/For] [Void] will generate this message. Press [Clear] to continue.

---

**VOID NOT ALLOWED: DISCOUNTS MUST BE IN CURRENT ROUND or Error Messages**  
**VOID NOT ALLOWED: SERVICE CHARGE MUST BE IN CURRENT ROUND or**  
**VOID NOT ALLOWED: TENDER ENTRY MUST BE IN CURRENT ROUND**

These messages may display if the Revenue Center in which you are operating is not programmed to allow voids of detail entries from previous service rounds.

---

**VOID OF PERCENTAGE SERVICE CHARGE NOT ALLOWED Error Message**

This message displays if the programming of your system does not allow you to void a percentage Service Charge.

---

**VOID PAYMENT Transaction Privilege Messages**

- VOID PAYMENT AFTER PRINTING**
- VOID PAYMENT AFTER TENDERING**
- VOID SERVICE CHARGE**
- VOID SERVICE CHARGE AFTER PRINTING**
- VOID SERVICE CHARGE AFTER TENDERING**
- VOID SERVICE CHARGE ON CLOSED CHECK**
- VOID TENDER ON CLOSED CHECK**
- VOID/RETURN ITEM NOT ON CHECK**

These messages may display if you attempt a void operation for which you are not privileged. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**WARNING! ONLY (number) MB DISK SPACE REMAINING Error Message**

This message may display when a check is begun, picked up, transferred, adjusted, or reopened. It indicates that the PC's hard disk is in danger of becoming full (i.e., the amount of space left on the disk is less than the amount set in the Disk Full Warning Threshold field in the System Configurator's PC Table).

The hard disk may have become full because of the excessive size or number of files related to Open and Closed Check Files, saved totals sets, a Journal file, a Transaction Log file, reports that were saved to disk, etc. A privileged employee must create usable space on the hard disk (e.g., by printing, transmitting, or removing data files) in order to prevent System shutdown.

---

**WEIGHT ENTRY REQUIRED Error Message**

This message displays if you attempt to order a weighed menu item without first entering a weight through an [Item Weight] key.

---

**WORKSTATION ERROR** **Programming Error**

---

**YOU ARE ALREADY ASSIGNED TO A CASH DRAWER** **Error Message**

This message displays when an operator, who is already assigned a cash drawer, uses the [Asgn Csh Drawr] key. Press [Clear] to continue.

---

**YOU ARE EARLY, BREAK BEGAN AT (time)** **Transaction Privilege Messages**  
**YOU ARE EARLY, CLOCK IN IS (time)**  
**YOU ARE EARLY, CLOCK OUT IS (time)**  
**YOU ARE LATE, BREAK BEGAN AT (time)**  
**YOU ARE LATE, CLOCK IN WAS (time)**  
**YOU ARE LATE, CLOCK OUT WAS (time)**

These messages may display if the time clock schedule is active and if you attempt to clock in or out outside the schedule and are not privileged to do so. A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**YOU ARE NOT ALLOWED TO DO SALES OPERATIONS IN THIS REVENUE CENTER** **Error Message**

This message displays if you sign on to a UWS that belongs to a Revenue Center in which you have no assigned Operator Totals. You may perform UWS Procedures or UWS Reports (if privileged to do so), but you may not perform sales operations.

---

**YOU ARE NOT ASSIGNED TO A CASH DRAWER AT THIS WORKSTATION** **Error Message**

This message displays when an operator, who has no cash drawer assignment, uses the [Unasgn Csh Drawr] key. Press [Clear] to continue.

---

**YOU ARE NOT CLOCKED IN; SIGN-IN NOT ALLOWED** **Error Message**

This message displays if you attempt to sign in and you are required to clock in first. Press [Clear] to continue. Clock in before you sign in.

---

**YOU ARE NOT CURRENTLY ASSIGNED TO THIS REVENUE CENTER** **Error Message**

This message displays if you attempt to sign in on a UWS that is permanently assigned to a Revenue Center other than your own, or whose list of available Revenue Centers does not include yours.

---

---

**YOU ARE NOT ON THE SCHEDULE** **Transaction Privilege Message**

This message displays when you attempt to clock in, if all of the following conditions are in effect:

- The time clock schedule is active.
- You are not on the schedule for a shift anytime today.
- You are not privileged to clock in outside the schedule.

A privileged employee's ID must be entered to authorize the operation; or, you can press [Clear] to cancel.

---

**YOU MUST VOID DISCOUNT OR SVC CHG FIRST** **Error Message**

This message displays if you attempt to perform a line number void on a menu item that contributes to the itemizers of any discounts or service charges that are present. Press [Clear] to continue. You must void the discount or service charge before you can void a menu item that contributes to it.

---

**ZERO ENTRY NOT ALLOWED** **Error Message**

This message displays if you enter zero at any time that the UWS is expecting a nonzero numeric entry. Examples include pressing an [NLU] key, entering an authorization ID, and signing in to the UWS.

---

**ZERO TOTALS PERIOD** **Programming Error**

---

## *Activity Prompts*

Activity prompts display after a check is serviced, to indicate the activity in which the system is engaged. These prompts are useful in large systems where it may take a few seconds to complete all check servicing activity.

The activity prompts that you may see are shown below. All are self-explanatory.

ADDING TOTALS ONE MOMENT PLEASE

PRINTING ONE MOMENT PLEASE

UPDATING CLOSED CHECK FILES

UPDATING OPEN CHECK FILE

UPDATING PC CLOSED CHECK FILE

UPDATING PC REDUNDANT TOTALS FILE

## Status Flags

The status flags that inform operators of transactions in progress appear in different areas on different workstations.

The table below explains where the status flags display on both the UWS/3 and PCWS:

Status Flag	Appear's on the UWS/3...	Appear's on the PCWS...
AutoSerChg Exempt	above the operator prompt line in inverse video	in the middle, between the check detail and touchscreen areas
Return		
Void		
Tax Exempt		above the CHK# in the summary totals area
Training	in the middle, between the check detail and touchscreen areas	in the middle, between the check detail and touchscreen areas
Transaction Void	above the operator prompt line in inverse video	

The status flags are shown below:

**RETN**

A menu item return is being attempted.

**SVCE**

An automatic service charge exemption is being attempted.

**TXEX**

A tax exemption is being attempted.

**VOID**

A void is being attempted.

**TRVD**

A transaction void is being attempted.

**Training**

The operator is in training mode.

## Communications Messages

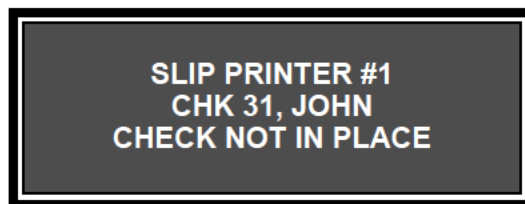
Communications messages display in the center of the display in inverse video (white characters on a shaded background). Their purpose is to inform the operator of communications-related activity or problems. In general, a communications message displays as a result of an error condition. Most are related to UWS communication with printers.

Communications messages have a standard format, having up to five lines, as described below:

- ❑ Line 1 is a prompt requiring a “Yes” or “No” reply; or, it is the name of an output device to which the UWS is attempting to send information.
- ❑ Line 2 is the transaction item involved, if any, such as check number and operator.
- ❑ Line 3 is a description of the problem, which may wrap to two lines
- ❑ Line 4 is the action being taken, if any.
- ❑ Line 5 is the name of alternative output device, if any; or, it is the name of the UWS or output device with which a communications attempt failed.

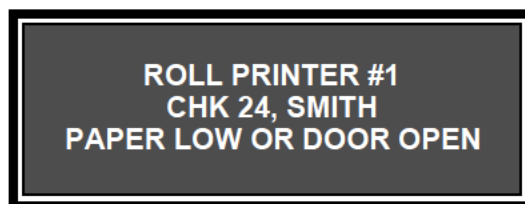
Examples of typical communications messages are shown below.

In the example shown below, check #31 cannot be printed at Slip Printer #1, because the slip printer's sensor indicates that the check is not in place. Press [Clear] to remove the message and cause the UWS to try again.



Line 1 - device name  
Line 2 - transaction item  
Line 3 - problem

In the example below, order output from check #24 cannot print at Roll Printer #1 because the printer's sensor indicates that it is low on paper or that the printer door is open.



Line 1 - device name  
Line 2 - transaction item  
Line 3 - problem



In the example below, communications with the Kitchen Precheck UWS failed. No transaction item is involved, because this problem is detected before transaction information is sent.

**FAILURE COMMUNICATING  
WITH KITCHEN PRINTER**

Line 1 - problem  
Line 2 - device with which  
communication  
failed

In the example below, order output from check #24 cannot print at Roll Printer #1 because the printer sensor indicates that it is low on paper or the printer door is open. In this case, the system prompts for a choice of actions: press [Enter] to answer Yes, or [Clear] to answer No. Pressing [Clear] will cause the system to try the original action again.

**SEND TO BACKUP PRINTER?  
ROLL PRINTER #1  
CHK 24, HIGH  
PAPER LOW OR DOOR OPEN**

Line 1a - prompt  
Line 1b - device name  
Line 2 - transaction item  
Line 3 - problem

The example below describes a situation similar to the one above, except that, in this case, the system is taking action to send the order output from check #25 to backup printer Remote Roll Printer #1.

**ROLL PRINTER #1  
CHK 25, SMITH  
PAPER LOW OR DOOR OPEN  
SENDING TO BACKUP PRINTER  
REMOTE ROLL PTR 1**

Line 1 - device name  
Line 2 - transaction item  
Line 3 - problem  
Line 4 - action taken  
Line 5 - alternative device

Appendix

# B

## *Printing and Remote Display*

The purpose of this appendix is to illustrate and describe the various printing and VDU display formats you may encounter which were not covered in preceding chapters.

***In this chapter***

---

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## *Introduction*

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### Overview

The great flexibility of your MICROS 8700 System yields a great many options for formatting and controlling the printing and remote display of information. The programming considerations for controlling the printing and remote display of information are described in the *8700 System Programming Manual*. In this appendix, we describe the various print format options for printing:

- Journals
- Guest Checks
- Guest Receipts
- Order Receipts
- Remote Orders
- Validations

The appearance and control of these items is also affected by programming variables:

- whether or not the operator is in training mode
- whether the operator is By-round, On-demand, or Special By-round<sup>1</sup>
- the number of line feeds programmed to precede and/or follow the printing.

Finally, we also discuss using and controlling the remote Video Display Unit (VDU).

---

1. To see samples of By-Round, On-Demand, and Special By-round printing refer to [“Print and Split Check Operations” on page 8-1.](#)

# Journal Printing

## Description

A journal is a record of every transaction throughout the system. This provides a trail of activity that is independent of hard copies of guest checks, validation slips, etc.

## Usage

The journal can be programmed to write to a file on the PC hard disk and/or print on a Roll Printer. Specific detail items (e.g., Menu Items, Discounts, Tender/Media, etc.) can be individually programmed to output to the journal.

### Example 1: Guest Checks

A journal entry for a typical guest check is shown below, followed by a description of each line item.

1	TBL 7/1	CHK 372	GST 2
2	403 DECKER		1
3	401 BLAINE		1
4	TRN 6/4978	SEP25'93 8:30AM	
5		RESTAURANT	
6	-----		
7	EAT IN		
8	1 FILET MIGNON		21.00
9	COUPON DISCOUNT		1.00-
10	20% SERVICE CHG		4.00
11	CASH		40.00
12	FOOD		21.00
13	DISCOUNT TOTAL		1.00-\$
14	SERVICE CHARGES		4.00
15	TAX		1.00
16	AMOUNT TENDERED		25.00
17	CHANGE DUE		15.00
18	==		

1. This line prints the table number and group number (if table numbers are used), followed by the guest check number and by the number of guests recorded for this transaction.

2. This line prints the *transaction* (if different from the Check Employee) operator's Employee Number, followed by the operator's Last Name, as entered in the Employee File. The check operator is the operator who began the check (or for whom the check was begun). The cashier to which this employee is linked (through the Operator File) prints in the far right column.
3. This line prints the *check* (if different from the Transaction Employee) operator's Employee Number, followed by the operator's Last Name, as entered in the Employee File. The transaction operator is any operator who picks up the check. The cashier to which this employee is linked (through the Operator File) prints in the far right column.  
If the check operator and the transaction operator are the same, the *check* Employee prints on line #2 and line #3 does not print.
4. This line prints the UWS number on which the transaction was begun (6), combined with the Transaction Number assigned by the UWS (4978). This line also prints the date and time that the transaction ended.
5. This line prints the name of the Revenue Center in which the check was begun.
6. A single line prints between the header section and the detail items.
7. This line prints the descriptor for the Order Type in which this transaction was closed. The Order Type descriptor is drawn from the System Parameters File.
8. This line shows an example of a Menu Item, including the quantity ordered, the Menu Item name, and the price. The name is drawn from the Menu Item Definition File, and the price from the Menu Item Price File.
9. This line shows an example of a Discount, including the Discount name and the amount, both of which are drawn from the Discount File. Note that the amount of the Discount is followed by a minus (-) sign, to indicate that this item subtracts from the transaction total.
10. This line shows an example of a Service Charge, including the Service Charge name and the amount, both of which are drawn from the Service Charge File.
11. This line shows an example of a Tender/Media entry, including the name and amount. The name is drawn from the Tender/Media File. This line may be printed after the summary section, if Format Option #12 (Print Tenders after Summary Totals on Checks & Receipts) is set ON.

- 12. This line shows an example of a Sales Itemizer, which prints the name and the total amount of sales for that Itemizer. Sales Itemizer names are programmed in the Revenue Center Descriptor File. Menu items are linked to Itemizers in the Menu Item Definition File.
- 13. This line prints the total amount of all discounts posted in this transaction. The descriptor is fixed. The amount is followed by a minus (-) sign, to indicate that this item subtracts from the transaction total.
- 14. This line prints the total amount of all Service Charges posted in this transaction. The descriptor is programmed in the System Descriptor File.
- 15. This line prints the total amount of all tax posted in this transaction. This descriptor is drawn from the Revenue Center Descriptor File.
- 16. This line prints the amount paid for this transaction. The descriptor is drawn from the Revenue Center Descriptor File. This line may be printed in double-wide format if Revenue Center Format Option #15 (Print Amount Paid Double Wide on Guest Check) is set ON, and if the amount is less than 9 characters (including decimal point and a space for a minus sign.)
- 17. This line prints the change due to the customer. The descriptor is drawn from the Revenue Center Descriptor File.
- 18. A double line prints between journal entries.

**Example 2: Guest Check Transfer**

The journal keeps track of other transactions in the System in addition to guest checks. The illustration below shows a journal entry resulting from a guest check transfer, followed by a description of each line item.

1	TBL 7/1	CHK 372	GST 2
2	403 DECKER		1
3	TRN 6/4978	SEP25'93 8:30AM	
4		RESTAURANT	
5	-----		
6		<b>EAT IN</b>	
7	CHECK TRANSFERRED FROM:		
8	TBL 7/1 CHK 372		27.50
9	401 BLAINE	RESTAURANT	
10	\$\$=====		

1. This line prints the table number and group number (if table numbers are used), followed by the guest check number and by the number of guests recorded for this transaction.
2. This line prints the Employee Number of the operator to whom the check is being transferred (the transaction operator), followed by the operator's Last Name, as entered in the Employee File. The cashier to which this employee is linked (through the Operator File) prints in the far right column.
3. This line prints the UWS number on which the transaction was begun (6), combined with the Transaction Number assigned by the UWS (4978). This line also prints the date and time that the transaction ended.
4. This line prints the name of the Revenue Center in which transaction operator is signed in.
5. A single line prints between the header section and the detail items.
6. This line prints the descriptor for the Order Type in which this guest check was service totalled. The Order Type descriptor is drawn from the System Parameters File.
7. This line begins the transaction detail for this journal entry, describing the transfer.
8. This table reprints the table number and group number (if table numbers are used), followed by the guest check number and by the amount due.
9. This line prints the Employee Number of the operator from whom the check is being transferred (the check operator), followed by the operator's Last Name, as entered in the Employee File. The Revenue Center in which this operator originally opened the check prints in the far right column.
10. A double line prints between journal entries.

---

## Optional Print Items

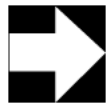
The journal may be set to print a copy of all transactions or only non-sale transactions. Non-sale transactions include the use of the following keys:

- [NO SALE]
- [TRANSACTION CANCEL]
- [BANK LOAN] [BANK PICKUP]
- [TIPS PAID], and
- [TIPS DECLARED]

It may also be set to print only exceptions, that is, print only a record of the use of:

- [VOID]
- TRANSACTION CANCEL]
- [TRANSACTION VOID]
- [RETURN]

A Transaction Void printed to a journal includes all voided items, as well as the name of the person who performed the function.

**Note**

1. Any time an employee picks up a check and overrides a check which is open on the system, the transaction is logged to the journal.
  2. When checks are split or memo tendered, the detail is logged to the sales journal. The tender/media must be set to print to journal. See Tender Output #3 (Print to Journal), in the Tender/Media File.
  3. When auto service charge is turned off by default, any use of the auto service charge key to enable it or the auto service charge exempt key is logged to the journal. The service charge must be set to print to the journal. See Service Charge Output #3 (Print to Journal), in the Service Charge File.
  4. When the order type is changed, it is logged to the journal.
-



## Guest Check Printing

### Overview

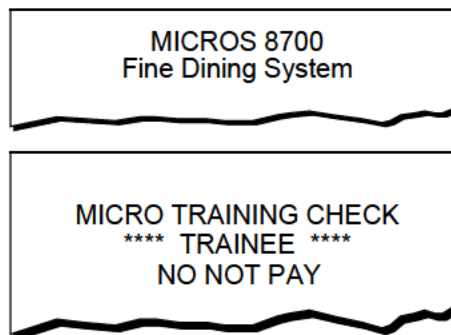
Guest checks may be printed on either slip or roll printers. Changing from one to the other does not change or require changing the format.

The basic format of a guest check is controlled by the operator. If the operator is a By-round operator, the guest check will print in the by-round format and if the operator is on demand, the guest check will print in the on-demand format. The main differences in these formats is explained in the introduction on printing a guest check in Chapter 10, "Print and Split Guest Checks".

This section details the formatting options.

### Guest Check Header Section

If a header is not preprinted on your guest checks, your system may be programmed to print up to three lines as shown below. Guest check header lines are programmed in the Revenue Center Descriptor File, allowing different headers for each revenue center, if desired. The header may be different for checks opened by operators in the training mode (see Appendix C, "Staff Training"), again, as may be programmed in the Revenue Center Descriptor File.



*Guest Check Headers*

Even if the regular header is preprinted on the guest check form (as in most of the following illustrations) the training header lines can still be programmed to print on training checks.

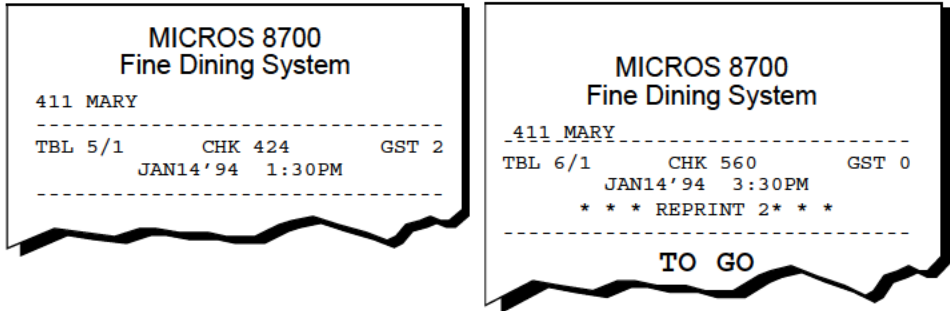
A blank line prints after the header section. The System may be programmed to eliminate this and all other blank lines.<sup>2</sup>

2. Set Format Option #6 ON (Eliminate Blank Lines on Guest Check), Revenue Center Parameters File.

### Guest Check Identifier Section

The format of this section of the guest check may vary considerably. The guest check identifier sections shown below are optional or variable.

- The employee number and the first name of the employee beginning this check always prints just above the separator line of the identifier section.
- The third line begins with the Table number (TBL) if the check is opened by table number. If opened by check number (CHK), the check number prints here. When opened by Table number, the check number may print in the center if programmed to. The number of guests (GST) prints only if the guest count is nonzero. Note that if the Table number is set to print double wide, TBL will not appear on the check.
- The fourth line shows the date and time the check was begun. The date and time format may be changed as described in Journal Printing.
- If the check is a reprint, the fifth line may print to indicate the check has been reprinted and the number of times it has been reprinted.<sup>3</sup>
- A blank line prints after the identifier section. The System may be programmed to eliminate this and all other blank lines.<sup>4</sup>
- Just below the identifier section, the order type may print. In the example below, "TO GO" is the name identifying the order type.<sup>5</sup>



*Guest Check Identifier Sections*

3. Set Format Option #9 ON (Print REPRINTED CHECK Header), Revenue Center Parameters File.
4. Set Format Option #6 ON (Eliminate Blank Lines on Guest Check), Revenue Center Parameters File.
5. Set Order Type Definition #2 ON (Print on Customer Receipt and Guest Check), Revenue Center Parameters File.

### Guest Check Detail Section

This section, illustrated below, includes the check detail - all posted transaction. Note the difference between On-demand printing and By-round printing.

**MICROS 8700  
Fine Dining System**

411 MARY 2

---

TBL 5/1      CHK 424      GST 5  
JAN14'94    1:30PM

---

1 GLASS WHITE	2.50
1 HOUSE COCKTAIL	2.85
1 CALL COCKTAIL	3.00
2 IMPORT DRAFT	4.50
1 HOUSE CORDIAL	3.10
<hr/>	
BALANCE DUE	15.95

*Reprint Count*

←

**MICROS 8700  
Fine Dining System**

411 MARY

---

TBL 5/1      CHK 424      GST 2  
JAN14'94    1:30PM

---

\* \* \* REPRINT 2 \* \* \*

---

1 CRAB SOUP	2.75
1 HOUSE SALAD	1.00
1 GLASS WHITE	2.50
1 CALL COCKTAIL	3.00
SUBTOTAL	9.25
SALES TAX	0.19
BALANCE DUE	9.44
<hr/>	
1 DUCK A L'ORANGE	13.95
SUBTOTAL	23.20
SALES TAX	0.89
BALANCE DUE	24.09
<hr/>	
1 COFFEE	1.00
1 PASTRY DU JOUR	2.50
1 GLASS WHITE	2.50
SUBTOTAL	29.20
SALES TAX	1.06
BALANCE DUE	30.26

*Typical On-demand Guest Check*

*Reprint Header and Count*

*Typical By-round Guest Check*

A blank line prints after the detail section for each service round. The System may be programmed to eliminate this and all other blank lines.<sup>6</sup>

The reprint check header will only print if the check has been reprinted and the Revenue Center is programmed to print the reprint header line.<sup>7</sup>

The data in the detail section may be sorted and consolidated in various ways depending on programming options.

#### Menu Items

Menu items print on the guest check if programmed to do so. They will be consolidated and sorted according to which of eight print groups the menu items are assigned to. Criteria:

6. Set Format Option #6 ON (Eliminate Blank Lines on Guest Check), Revenue Center Parameters File.

7. Set Format Option #9 ON (Print "REPRINTED CHECK" Header), Revenue Center Parameters File.

- Menu items with condiments or item discounts do not consolidate. Identical menu items without condiments do consolidate.
- Condiment menu items may change the print group of the parent menu item.<sup>8</sup>
- Condiment menu item prices may add to the parent item's price on the check.<sup>9</sup>
- Menu items with a Menu Level Prefix or Suffix do not consolidate.<sup>10</sup>
- Menu items with a reference memo appended do not consolidate.<sup>11</sup>
- Open menu items do not consolidate. See Type Definition #1, Menu Item Class File.
- Non-priced items such as condiments will print in the guest check detail section only if so programmed.<sup>12</sup>
- Condiment menu items may be programmed to wrap (i.e., print as many as possible together on each line), or to print on separate lines.<sup>13</sup>

#### Discounts

These will print on the guest check if programmed to do so. Discounts are printed after the last menu item and before the check summary and in accord with these sort criteria:

Identical preset dollar discounts will consolidate. All other discounts print in the order they were entered. If a reference number is required, the reference number will print above the discount quantity (the % or amount allowed).

#### Service Charges

These will print and sort under the same conditions that apply with discounts.

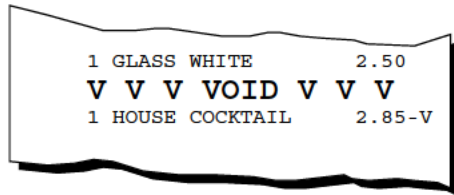
- 
8. Set Type Definition #9 ON (Condiment Changes Print Group Of Parent Menu Item), Menu Item Class File.
  9. Set Type Definition #23 ON (Add Condiment Price To The Parent Items Price On Check Only), Menu Item Class File.
  10. Refer to Type Definitions #28 (Print Main Level Prefix/Suffix), and #29 (Print Sub Level Prefix/Suffix), Menu Item Class File. The Menu Level Prefix and Suffix names are defined in the Revenue Center Descriptor File.
  11. Set Type Definition #5 ON (Reference Entry Required), Menu Class File.
  12. Set Type Definition #2 ON (ON = Condiment Menu Item; OFF = Preset Menu Item), Menu Item Class File.
  13. Set Format Option #4 ON (Wrap Condiments on Guest Check), Revenue Center Parameters File.

**Tendering Keys**

All tendering postings print in the order entered, after all other entries and before the check summary.

**Voided Menu Items**

Voided menu items may print with just a small trailing V or as shown below.



**Notes**

If an expediter printer is used, you may want to ensure that items with the longest preparation time print first.

Order devices may be programmed to sort menu items by print group, and menu items may be assigned to print groups that reflect preparation times.

If sorting is not used, the operator may want to develop the habit of posting menu items to the guest check in order of preparation time.

See [“Order Receipt Printing”](#) on page B-21.

### Check Summary Section

The summary section of the guest check will be formatted by the type of tender used (some print trailer lines), the type of tax implemented (exclusive or VAT) and by the type of operator printing the check (By-Round or On-Demand).

The format may also be affected by Revenue Center Options.<sup>14</sup>

The illustrations below show several variations of the summary section:

The image shows three sample check summary sections, each enclosed in a box with a callout label to its right:

- Section 1:** MICROS 8700 Fine Dining System, 411 MARY, TBL 5/1, CHK 424, GST 5, JAN14'94 1:30PM. Items: 2 GLASS WHITE (5.70), 1 HOUSE COCKTAIL (1.88). Totals: CASH 10.00, SUBTOTAL 49.78, SALES TAX 2.02, AUTOGRATUITY 7.47, BALANCE DUE 49.27. Includes fields for RM/CC#, PRINT NAME, and SIGNATURE. *Summary section, untendered check with trailer*
- Section 2:** CHARGE TIP 5.00, 40000000001, VISA 64.74, SUBTOTAL 49.27, SALES TAX 2.02, GRATUITY 12.47, AMOUNT PAID 64.74. Trailer: -- 411 CLOSED JAN14 3:30PM --. *Summary section, tendered check*
- Section 3:** CASH 70.00, SUBTOTAL 49.27, GRATUITY 12.47, SUBTOTAL 49.27, AMOUNT PAID 61.74, GRATUITY 12.47, 2.49 VAT TTL 49.27, NET TTL 46.78. Trailer: -- 411 CLOSED JAN 14 3:30PM --. *Summary section, tendered check with VAT tax lines*

*Sample Check Summary Sections*

14. Print Amount Paid Double Wide on Guest Check - Revenue Center Format Option #15.  
Print Tenders after Summary Totals on Checks & Receipts - Revenue Center Format Option #12.

### By-Round Checks

A service totaled check prints a summary section if programmed to<sup>15</sup>. The summary includes the SUBTOTAL, SALES TAX, and BALANCE DUE lines. The balance due prints double-wide.

A tendered check will print a summary including SUBTOTAL, (SALES TAX), (GRATUITY), AUTOGRATUITY, AMOUNT PAID, and (CHANGE DUE or BALANCE DUE) in this order if the tendering key used to close the check is programmed to do so. Lines marked by parentheses print only if the amount is not zero.

If the global tax type is not U.S., but VAT (Value Added Tax), then the SALES TAX line will not be printed. See VAT below. Tax, service charges, and auto gratuities may be printed either on an accumulating or by-round basis if programmed to.<sup>16</sup>

### On-demand Checks

Checks printed before tendering by using a [SERVICE TOTAL & PRINT] or [CHECK PRINT] key will print summary lines identical to a service total By-round check as will tender On-demand checks.

A check trailer of up to six lines may print after the summary lines if the tendering key used to print the check is programmed to require it.<sup>17</sup>

### Closed Check Endings

A closed check prints the Employee Number of the operator who closed the check, and "CLOSED" at the end of the check. If programmed to do so, the time the check was closed also prints.<sup>18</sup>

- 
15. Set Type Definition #21 ON (Print Summary Totals), Tender Media File.
  16. Set Format Option #13 ON (Service Round Totals Include the Current Round Only), Revenue Center Parameters File.
  17. Set Type Definition #22 ON (Print Check Trailer), Tender Media File. The trailer itself is defined in the Revenue Center Descriptor File.
  18. Set Format Option #10 ON (Print Open and Closed Time on Check), Revenue Center Parameters File.

**Vat (Value Added Tax)**

If VAT is used<sup>19</sup>, a summary of VAT tax charges may be added. The VAT may be programmed not to print if zero. It may be programmed to print up to eight rates, either in every case or only the rates that are not zero. In the illustration, only one VAT rate is programmed. The NET TTL line is the amount paid less the collected VAT.

**Transferred Checks**

Refer to [“Transfer a Check” on page 4-50](#) to see samples of printed guest checks that have been transferred or combined.

---

19. Refer to Tax Options #1 (ON = Add-on (US); OFF = Value Added Tax (European), Tax Table File.

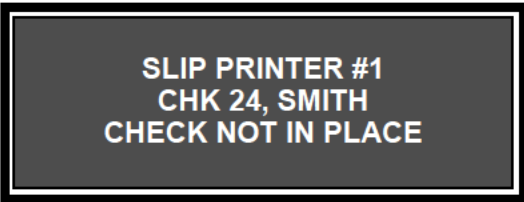


---

## Guest Check Printing Control Slip Printer

Guest checks are normally printed at a slip printer. The following print control messages will warn you of actions needed to complete a printing of your guest check.

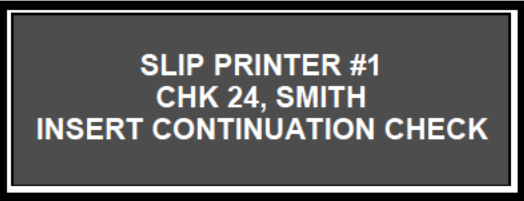
This message means the slip printer sensor does not detect a check in place to print and appears to remind you to insert the correct check. Note the check number and check operator's name are included in this message to identify the check that will be printed or, if you are a by round operator, added to. Insert the correct check and press [RETRY/CONTINUE].



This message means that the system, after completing the printing of a previous item on the slip printer, has not detected that the previous item has been removed and replaced by the new slip the check you want to print. Remove whatever is in the slip printer, insert the correct check to print and press [RETRY/CONTINUE].



This message means that the system has printed the maximum number of lines programmed for a check and still has more to print. The last line printed on the current check is "SEE CONTINUATION". Remove the check, insert the continuation sheet, and press [RETRY/CONTINUE] to continue printing the check.



## *Customer Receipt Printing*

---

### Overview

A customer receipt is similar to the guest check printed by an on demand operator. It is intended mainly to support use of Fast Transactions. Customer receipts may be programmed to print in one of three ways:

- ❑ **Line-by-line** customer receipts print a line of detail every time a key is pressed at the UWS. Items do not consolidate and are not sorted, as each item prints as soon as it is posted. This method of printing provides faster service, because when the transaction is completed, the receipt is ready to be presented to the customer.
- ❑ **Buffered** customer receipts are held in memory until the transaction is complete. The [Tender/Media] key used to close the transaction (e.g., [Cash]) is programmed to print the customer receipt. Sort and consolidation programming may affect the appearance of items on the receipt.
- ❑ **On-demand** customer receipts are also held in memory until the transaction is complete. The Tender/Media key used to close the transaction is *not* programmed to print a customer receipt. The operator may use the [Print Customer Receipt] key to generate a receipt after the transaction ends. Sort and consolidation programming may affect the appearance of items on the receipt.

In many installations, a combination of these types of receipt printing may be used for various transactions. For example, a [Tender] key that posts to a PMS may be programmed to print buffered receipts, while another [Tender] key that is used for cash transactions may be set up for on-demand customer receipts.

Customer receipts are formatted like guest checks including sorting criteria and sequence (sort criteria do not apply to a line-by-line receipt). They normally print on an Integrated Roll Printer, but may be printed on a slip printer. Printer type does not affect the format.

<b>MICROS 8700</b> <b>Fine Dining System</b>		
411 MARY		
-----		
TBL 5/1	CHK 424	GST 2
JAN14'94 1:30PM		
-----		
2 CRAB SOUP		5.70
2 GLASS WHITE		3.70
2 CHOC. CAKE		4.50
SUBTOTAL		13.90
SALES TAX		0.34
AUTOGRATUITY		2.09
AMOUNT PAID		20.00
CHANGE DUE		4.01
SUBTOTAL		13.90
AUTOGRATUITY		2.09
AMOUNT PAID		20.00
CHANGE DUE		4.01
0.83	VAT TLL	13.90
	NET TTL	13.07
-- CLOSED JAN 14 3:30PM --		
YOUR ORDER NUMBER IS: <b>411</b>		

Header Customer Receipt

Identifier section

Detail section

Summary section

Summary section with VAT tax

*Sample Customer Receipt*

## Customer Receipt Header Section

The customer receipt header may have up to three lines programmed in the Revenue Center Descriptor File. The first line is unique to the customer receipt header. The second two lines are the same as those programmed for guest check headers. Customer receipts for checks opened by operators in the training mode (see Appendix C, "Staff Training"), will show the training header programmed in the Revenue Center Descriptor File.

## Customer Receipt Identifier Section

The format of this section of the customer receipt is fixed.

- The employee number and first name of the employee beginning this check always prints just above the identifier section separator line.

- The third line includes the check number (CHK), date and time the check was begun (in either format described in Journal Printing) and the number of guests (GST). If no guest entry is made (i.e., the guest count is zero), the guest count does not print.

---

### Customer Receipt Detail Section

This section includes the check detail all posted transactions including Voids and Returns, and sorted and printed as described for on demand guest checks.

---

### Receipt Summary Section

A summary always prints in the order: SUBTOTAL, (SALES TAX), (GRATUITY), AMOUNT PAID, and (CHANGE DUE). Lines indicated by parentheses will print only if the amount is not zero. Also, if the global tax type is VAT (Value Added Tax), the SALES TAX line will not print.

If VAT is used, a summary of VAT charges may print following the summary section. The VAT may be programmed not to print if zero. It may be programmed to print up to eight rates, either always, or only the nonzero rates. The NET TTL line is the VAT amount less the extracted VAT.

The customer receipt can be programmed to print the same trailer lines used by the guest check trailer section.<sup>20</sup>

---

20. Set Type Definition #28 ON (Print Guest Check Trailer on Fast Transaction Customer Receipt), Tender/Media File.

---

## Customer Receipt Endings

A banner line may be printed at the end of the customer receipt.<sup>21</sup> The banner line prints, “Your order number is: XXXX”, where XXXX is the check number. The number prints in double-wide format. The banner prints in red ink on roll printers equipped with a two-color ribbon.

---

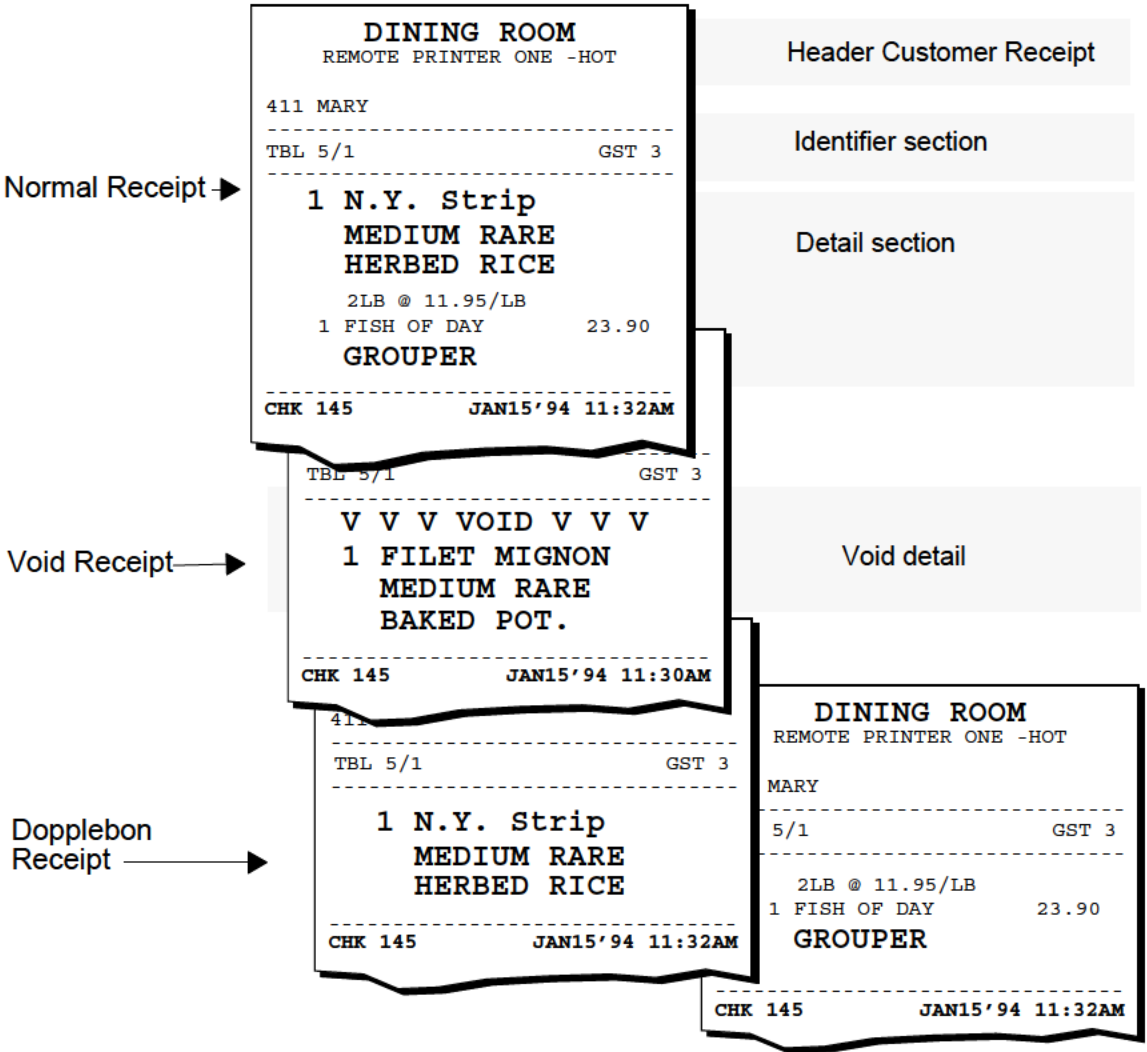
21. Set Revenue Center Parameters Format Option #21 ON (Print “Your order number is: XXXX” at bottom of receipts).

# Order Receipt Printing

## Overview

An order receipt is a printed notification to prepare food or drinks for a check. Order receipts normally print on roll printers at food preparation stations (remote order printers, also referred to as kitchen printers) or at the UWS's integrated roll printer (local order printing), although they may print on slip printers as well. Regardless of the printer used, the format is the same.

If space considerations are a concern, a maximum number of lines can be set for order receipts, to limit the length of each page of the receipt.<sup>22</sup>



22. The # Lines in Requisition Chit field in the Order Device Table is used for this purpose.

---

## Order Receipt Header Section

The order receipt header has two lines. The Revenue Center in which the order originated may be programmed to print on the first line.<sup>23</sup> If so, it prints in double-wide characters. The second line depends on whether the order receipt is printing as a local or remote order receipt. On a local order receipt, the second line is defined in the Revenue Center Order Device File. On a remote order receipt, the second line is separately defined in the Revenue Center Order Device File. As with guest checks, if the check is begun by table number, a Station number may print on a separate line if programmed to.

---

## Order Receipt Identifier Section

The format of this section of the order receipt is fixed.

- The employee number and the first name of the employee beginning this check will always print just above the separator line of the identifier section.
- The third line of the identifier section begins with the table number (TBL) or, if table numbers are not used, the check number (CHK) in double-wide characters and the number of guests (GST). If no cover entry is required, this number will be zero.

---

## Order Receipt Detail Section

This section is a print of all menu items posted that are programmed to print to this order printer.

- The default for detail printing is in double-wide characters.
- If the price is programmed to print, detail will print in single width, not double characters.<sup>24</sup>
- If a detail item is programmed to have reference information, the reference entry will print in normal width characters.
- Detail items may print in red if programmed to do so.<sup>25</sup> Normally, condiment menu items are programmed to print in red (indicated by bold print in the illustration).

---

23. Set Option #7 ON (Display/Print Revenue Center Name on Orders), Order Device File.

24. Set Type Definition #13 ON (Print Price on Order Chit), Menu Item Class File.

25. Set Output #24 ON (ON = Print Red; OFF = Print Black), Menu Item Class File.

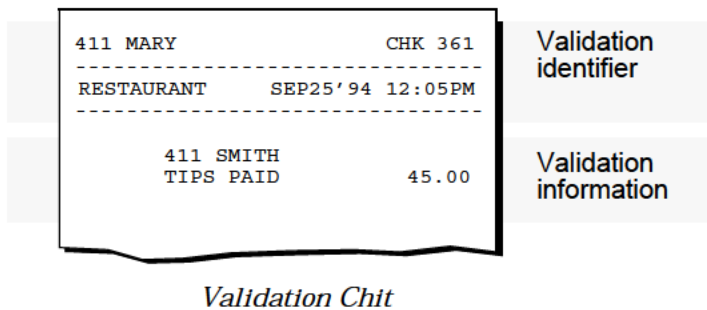




# Validation Printing

## Overview

A validation is a printed receipt or voucher to make a record of a particular action. Menu items, Tender/Media and Discount/Service Charge keys may be programmed to require a validation.<sup>31</sup> Validations normally are programmed to print at the slip printer. If so, you are prompted to insert the validation chit.



If an endorsement printer is used (for personal checks), *both* a validation and endorsement printer are needed. In this case, the endorsement printer is usually programmed as the slip printer. Validation and endorsement printers may be the same, but it is recommended that one be a roll and the other be a slip printer.

## Validation Heading and Identifier Sections

Validations do not print a header. The format of the identifier section of a validation is fixed.

- The employee number and the first name of the employee, followed by the check number, print on the first line. This first line is followed by a separator line.
- The Revenue Center, date, and time print on the second line of the identifier, followed by a separator line.

31. A validation chit will print if, in the Menu Item Class, the Discount, the Service Charge, or the Tender/Media File(s), Type Definition #6 (Validation Required) is set ON.

# Voucher Printing

## Overview

A Revenue Center can be programmed to print vouchers when:

- an [Employee Discount] or [Employee Tender] is used (e.g., for an employee meal)
- a [Tax Exempt] key, or a [Tender] key that is programmed to exempt tax, is used

The illustrations below show an example of each type of voucher.

EMPLOYEE DISCOUNT VOUCHER	
CHECK:	474
SERVER:	101 JOE
DATE:	SEP25'94 8:30AM
RVC:	LOUNGE
DISCOUNT:	50% EMPL MEAL
PERCENT:	50 %
AMOUNT:	3.25-
EMPLOYEE:	501 WILEY
X	_____

*Employee Discount Voucher*

TAX EXEMPTION VOUCHER	
CHECK:	474
SERVER:	101 JOE
DATE:	SEP25'94 8:30AM
RVC:	LOUNGE
TAX RATE:	STATE - 5%
TAX RATE:	CITY - 2%
REFERENCE:	E524-777-585-741
X	_____

*Tax Exemption Voucher*

---

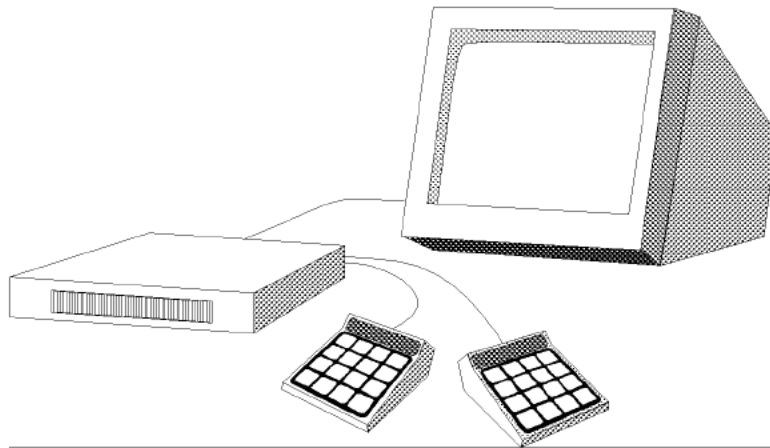
## *Video Display Unit (VDU)*

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### **Overview**

The Video Display Unit (VDU) provides a dynamic alternative to remote order printing. Order receipts are sent to the VDU exactly as they are to remote printers. The VDU then displays the order on a section of its video screen.

Control of the display is exercised from two points first, from within the UWS program and second, with the VDU keypad (there must be at least one keypad and can be two with each VDU).



---

*Remote Video Display Unit (VDU)*

VDU programming gives the following display type options:

- Orders can be sorted by print group and/or be consolidated.<sup>32</sup>
  - A beep will or will not sound when a new order is displayed.<sup>33</sup>
  - An order timer showing minutes and seconds the order has been on display will or will not show.<sup>34</sup>
  - The screen will have one of three configurations:<sup>35</sup>
    - 1) Display up to four orders (frames) in a single queue, each frame a full screen height.
    - 2) Display up to eight orders (frames) in a single queue, each frame half screen height.
    - 3) Display up to four orders (frames) in a double queue, each frame half screen height. This option is usually chosen if the orders coming into a VDU from two different revenue centers are different enough to track separately in the order preparation area.
- The keypad (two keypads will be required if the double queue option is used) serves to clear orders from the screen and, if necessary, to recall old orders to the screen. Recalled orders will display in inverse video.
- Keypad keys will or will not beep when pressed.<sup>36</sup>
  - Print Revenue Center name on orders.<sup>37</sup>

A typical VDU order display using a four-frame, single queue display and a typical eight-frame, double-queue display of order receipts is shown on the facing page with explanatory remarks following.

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32. Refer to Sort/Consolidation field in the Order Device File.

33. Refer to VDU Type Definition #4 (Enable Order Beeper), Order Device File.

34. Refer to VDU Type Definition #2 (Enable Order Timer), Order Device File.

35. Refer to VDU Screen Configuration field in the Order Device File.

36. Refer to VDU Type Definition #3 (Enable Keypad Beeper), Order Device File.

37. Refer to Order Device Option #7 (Print/Display Revenue Center Name on Orders), Order Device File.

*Sample VDU Display*

Single Queue

VIDEO DISPLAY		
CHK 186 02:50 411 Mary DINING ROOM	TBL 1/1 02:33 413 TOM DINING ROOM	CHK 199 00:37 422 JON DINING ROOM
1 HAMBURGER MEDIUM 1 CLUB SAND NO MAYO 2 FRENCH FRIE	1 STK. SAND MED RARE 2 TACO SALAD 1 ONION RING 1 FRENCH FRIE	1 TUNA MELT COLE SLAW 2 B.L.T 2 FRENCH FRIE

Double Queue

VIDEO DISPLAY		
CHK 186 02:50 411 Mary DINING ROOM	TBL 1/1 02:33 413 TOM DINING ROOM	
1 HAMBURGER MEDIUM 1 CLUB SAND NO MAYO 2 FRENCH FRIE	1 STK. SAND MED RARE 2 TACO SALAD 1 ONION RING 1 FRENCH FRIE	
CHK 192 00:20 409 Steve DINING ROOM	1 Nachos 2 Art Dip 1 Onion Ring	
1 House Salad 1000 Island 1 House Salad French 1 Ceasar Salad 1 Fruit Salad Yogurt 1 Chix Wing		

---

## VDU Display Header

The VDU may be identified at the top line of the screen based on the corresponding remote order device definition in the Revenue Center Device File.

---

## VDU Order Identifier Section

This section includes the first three lines of each order. Orders are separated from each other by vertical and horizontal lines. The first line displays the Table Number and Table Group Number (if the check is by Table Number) and Check Number and, at the right edge of the first line, the VDU display counter.

The VDU counter shows the minutes and seconds the order has been on display. It will begin flashing after a set number of seconds if programmed to do so.

The second line will display the first name of the check operator and the third line the name of the Revenue Center the order originated in.

---

## VDU Display Detail Section

This section displays all menu items posted that are programmed to print to this remote order device. If an order list is too long, an additional display sector will be used and the vertical dividing line will disappear.

- If programmed to print on order receipts and guest checks, the order type also prints on the first line of detail.
- Detail items print with the quantity indicated, condiments are indented.
- Identical items will consolidate and sort by the same criteria used in the guest check detail unless programmed not to.
- Void Detail. When an item ordered in a previous round and printed on an order receipt is later voided, the notice is sent to the VDU by displaying the voided item in inverse video the background and character colors are reversed.
- A recalled order will appear with the background and character colors reversed as illustrated by the first frame.
- An order that is too long for one frame will be continued in the next frame with no identifier as illustrated in the second frame of the lower queue.

---

## Order Receipt Endings

The end of the order is indicated by the vertical and horizontal boundary lines drawn around the order.

---

## Order Queuing

The VDU can store up to 32 orders in its own memory or order buffer. Just as a roll printer prints each order as it is received, the VDU will display each order as it is received unless the screen is full. The VDU order buffer allows subsequent orders to form a virtual waiting line to get onto the screen.

If there are orders waiting to display, the word MORE flashes at the top center of the screen. We say up to 32 orders, although, since orders vary in length, if the average order is long, the maximum number may be somewhat less.

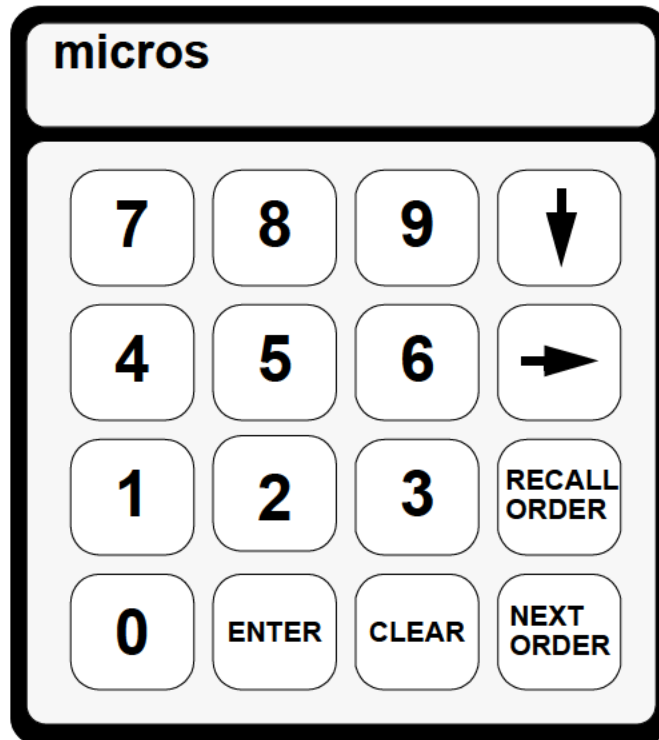
The VDU can also store up to four orders per queue that have been moved off the screen and hold them for recall if needed. However, if, in some very busy circumstance, the VDU's order buffer should fill and be unable to accept the next new order, it will give new orders priority and purge old orders, if any, (orders that have already been displayed on the screen and removed) to make room for new orders.

Also, if the order buffer should still remain full, orders will automatically be routed to print at the VDU's programmed backup printer.

---

## Use the Keypad

The VDU keypad (shown below) is quite simple to operate. As mentioned earlier, the VDU may display one or two queues of orders. With a two queue display programmed, the top and bottom queues cannot receive orders from the same UWS and must be handled separately. So, two keypads are required with a two queue display. The procedures are the same.



*VDU Keypad*



The only keys you need to use on the keypad are the [NEXT ORDER] and the [ORDER RECALL] keys.

Beginning with an empty VDU screen, the first order will appear on the left hand side of the queue, next to the right of the first. If the VDU is programmed to display 8 orders in a single queue, the fifth order will appear on the left hand side of the lower half of the screen. If the screen is full, subsequent orders are held in memory and will appear on the right as old orders are removed from the left. Thus, the oldest orders are on the left and the most recent on the right.

VIDEO DISPLAY		
CHK 186 02:53 411 Mary DINING ROOM	TBL 1/1 02:33 413 TOM DINING ROOM	CHK 199 00:33 422 JON DINING ROOM
1 HAMBURGER MEDIUM 1 CLUB SAND NO MAYO 2 FRENCH FRIE	1 STK. SAND MED RARE 2 TACO SALAD 1 ONION RING 1 FRENCH FRIE	1 TUNA MELT COLE SLAW 2 B.L.T 2 FRENCH FRIE

Orders are removed only in the order received. Pressing the [NEXT ORDER] key will remove the oldest (left most) order from the screen. However, it is held in memory by the VDU and may be recalled.

VIDEO DISPLAY	
TBL 1/1 03:47 413 TOM DINING ROOM	CHK 199 01:47 422 JON DINING ROOM
1 STK. SAND MED RARE 2 TACO SALAD 1 ONION RING 1 FRENCH FRIE	1 TUNA MELT COLE SLAW 2 B.L.T 2 FRENCH FRIE

To recall an order to the screen, press [RECALL ORDER]. This will bring back to the left side of the screen the last order removed from the screen. Recalled orders display the character and background colors reversed. If you need to recall an order other than the last order removed from the screen, continue pressing the [RECALL ORDER] until the desired order returns.

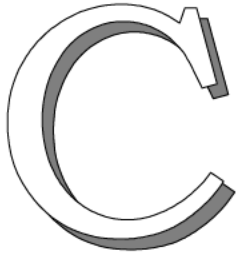
VIDEO DISPLAY		
CHK 186 03:10 411 Mary DINING ROOM	TBL 1/1 04:13 413 TOM DINING ROOM	CHK 199 02:13 422 JON DINING ROOM
1 HAMBURGER MEDIUM 1 CLUB SAND NO MAYO 2 FRENCH FRIE	1 STK. SAND MED RARE 2 TACO SALAD 1 ONION RING 1 FRENCH FRIE	1 TUNA MELT COLE SLAW 2 B.L.T 2 FRENCH FRIE



**Note**  
The VDU can recall up to the last four orders per queue that have been removed.



Appendix



# Retail Operations

This appendix describes the features developed primarily for use in retail environments.

***In this chapter***

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- Use a Barcode Reader .....C-3
- Enter SKU Menu Items .....C-5
- Do a Price Inquiry .....C-7
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- Transaction Return .....C-11
- Post Menu Items by Major Group or Family Group.....C-13
- Shift Tax Rates ON or OFF .....C-15

---

## *Introduction*

Retail features are designed for use in outlets that sell merchandise.

Many of the operating requirements for a retail operation are similar to those in a food & beverage environment, but differ in terminology. For example, many retail operations seek to classify their stock in terms of Departments and Classes, or Categories and Sub-Categories. This application is aptly performed by the 8700 System's Major Group and Family Group functions.

Retail-specific features described in this section are designed to assist the retailer in providing efficient service to the customer and in utilizing stock control techniques.

## Use a Barcode Reader



### Procedure

1. Open or pick up a guest check.
2. Scan the bar code label with the barcode reader.

A successful scan posts the item, and the barcode reader will beep or chirp.

If the barcode reader cannot read the barcode number:

1. Enter the barcode using the numeric keypad.
2. Press the [Barcode NLU] key.

### Prompt

Prompt	What it Means	Action Required
INVALID UPC NUMBER	The number entered is not a valid UPC number (i.e., did not pass the Check Digit Verification).	Verify the number and enter it again.
MENU ITEM NOT ON FILE	The barcode number is not entered in the Barcode Definition File or the Menu Item Definition File.	Enter the item with an [Open Priced Menu Item] key.

<p>Your UWS may be attached to any of several brands of barcode readers. Refer to your barcode reader's documentation for detail on its use.</p> <p>A barcode reader allows you to quickly post items for sale without having to read information from the item or find the item on the keyboard. This is especially useful when many different items are available, as in a gift shop.</p>	
Example	<p>The hotel gift shop has too many items to find easily on a keyboard. To speed transactions, the barcode reader is used to quickly scan and post items for sale.</p>
Privileges	<p>Using the barcode reader to post the sales of menu items requires no additional privilege. However, for a menu item to be posted to a check with a barcode reader, this bar code must have been entered in the Menu Item Definition File as a menu item lookup number.</p>
Program	<p>Touchscreen File or Keyboard File:</p> <ul style="list-style-type: none"> <li>○ [Barcode NLU] key</li> </ul> <p>Keyboard File:</p> <ul style="list-style-type: none"> <li>○ [Barcode] key - On the UWS/1 and UWS/2, the [Shift] + [5] key location must be assigned as the Barcode function key. This allows the User Workstation to accept entries from the scanner. The UWS/3 does not require a Barcode function key.</li> </ul> <p>System Parameters File:</p> <ul style="list-style-type: none"> <li>○ Enable UPC Algorithm for Barcode NLU Entries - Option #33</li> <li>○ Convert UPC-E to UPC-A - Option #34</li> </ul> <p>Revenue Center Parameters File:</p> <ul style="list-style-type: none"> <li>○ Bar Code Menu Item NLU Group Number field - Specify which NLU Group will be used for all menu items with UPC product numbers.</li> <li>○ Print SKU or UPC Number -Format Option #23</li> <li>○ Use Alternate Text File -Option #28</li> <li>○ Enable Barcode or SKU "Not In File" Screen - Option #32</li> <li>○ Disable Barcode NLU Help Screen -Option #31</li> <li>○ Accept European Article Numbering Barcodes - Option #30</li> </ul> <p>Menu Item Definition File or Barcode Definition File</p> <ul style="list-style-type: none"> <li>○ NLU field - Enter the UPC product number for each menu item. If the barcode reader is attached to a UWS, the UPC number can be scanned into the field automatically.</li> </ul>
Related	<p>Post Menu Items with Direct Access Keys Post Menu Items with NLU Key Post Open Price Menu Item</p>

## Enter SKU Menu Items



Performing this function on the HHT may require different steps than those described here. Refer to the *8700 HHT Programming & Operations Manual*.

### Procedure

1. Enter the SKU number using the numeric keypad.
2. Press the [Menu Item SKU Entry] key.



### Prompt

Prompt	What it Means	Action Required
INVALID SKU NUMBER	The number entered is not a valid SKU number (i.e., did not pass the Check Digit Verification).	Verify the number and enter it again.
MENU ITEM NOT FOUND	The SKU number is not entered in the Menu Item Master File.	Enter the item with an [Open Priced Menu Item] key.



SKU (Stock Keeping Unit) numbers may be used to enter menu items in a retail outlet. SKU numbers are used in many inventory systems.	
Privileges	Using the [Menu Item SKU Entry] key to post the sales of menu items requires no additional privilege.
Program	Keyboard File: <ul style="list-style-type: none"><li>o [Menu Item SKU Entry] - keycode 643</li></ul> Revenue Center Parameters File: <ul style="list-style-type: none"><li>o Bar Code Menu Item NLU Group Number field - Specify which NLU Group will be used for all menu items with UPC product numbers.</li><li>o Print SKU or UPC Number -Format Option #23</li><li>o Use Alternate Text File - Option #28</li><li>o Enable Barcode or SKU "Not In File" Screen - Option #32</li><li>o Test SKU Validity Using Check Digit - Option #29</li></ul> Menu Item Master File SKU numbers must be entered as the object numbers for menu items.
Related	Post Menu Items with Direct Access Keys Post Menu Items with NLU Key Post Open Price Menu Item Use a Barcode Reader

## Do a Price Inquiry



### Procedure

1. Sign in to the UWS.
2. Press [Price Inquiry].
3. Enter a menu item using any of the following methods:
  - Scan the barcode.
  - Press a [Menu Item] key.
  - Enter a number and press a [Barcode NLU] or [Menu Item SKU Entry] key.

The menu item name and price appear at the top of the operator display. The UWS prompts, "ORDER ITEM"?

4. Press [Enter] (for "yes") or [Clear] (for "no").

### Prompt

Prompt	What it Means	Action Required
PRICE LOOKUP NOT ALLOWED	The menu item does not have a preset price.	Press [Clear] to continue.
INVALID UPC NUMBER or INVALID SKU NUMBER	The number entered is not a valid SKU or UPC number (i.e., did not pass the Check Digit Verification).	Verify the number and enter it again.

---

<p>[Inquire Price] is used to check on the price of a menu item before posting it for sale.</p>	
<p>Example</p>	<p>A customer brings a box of stationery to the counter. The box has a barcode printed on it, but the price tag has fallen off. The customer asks, "How much is this one?"</p> <p>The operator presses [Price Inquiry] and scans the barcode. The price appears at the top of the UWS display. The operator reads the price to the customer, and asks if he would like to buy the stationery. Based on the customer's answer, the operator presses [Enter] (for "yes") or [Clear] (for "no") in response to the UWS' prompt.</p>
<p>Privileges</p>	<p>No privileges are associated with the use of this key.</p>
<p>Program</p>	<p>Touchscreen File or Keyboard File:</p> <ul style="list-style-type: none"><li>o [Price Inquiry] key</li></ul>
<p>Related</p>	<p>Use a Barcode Reader</p>

## Override Price



### Procedure

1. Begin a transaction.
2. Post a menu item.
3. Press [Menu Item Price Override].  
The UWS prompts, "ENTER NEW PRICE".
4. Enter the correct price for the menu item.  
The original price and the override price print on the customer receipt.

### Prompt

Prompt	What it Means	Action Required
PRICE OVERRIDE NOT ALLOWED	This is a non-priced menu item (e.g., a condiment).	Press [Clear] to continue.
OPEN ITEM - PRICE ENTRY REQUIRED	You have attempted to enter a price of \$0.00 for a menu item.	Press [Clear] to continue.
AUTHORIZATION, ENTER ID NUMBER: PRICE OVERRIDE	You are not privileged to use this key.	An authorized person's ID must be entered.
ENTER PRICE OVERRIDE INFO	Reference number is required with the price override key.	Enter reference information.

<p>[Menu Item Price Override] is used to change the price of the last menu item entered. It may not be used for a menu item entered earlier in the transaction, or for a menu item entered in a previous service round.</p>	
<p>Example</p>	<p>The operator scans the barcode on a t-shirt, and the item posts at the price of \$1,200.00. The operator is reasonably sure that this is incorrect, particularly since the sign on the t-shirt rack reads, "T-Shirts, \$12.00".</p> <p>The operator presses the [Menu Item Price Override] key, and the UWS prompts, "Enter new price" and if programmed, prompts for reference number/information. The operator obeys, and the following entry appears on the UWS display. This entry also prints on guest checks, buffered customer receipts, the journal, and order chits (if programmed to print menu item prices).</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> OLD PRICE           1200.00 "REFERENCE INFO"   ← Optional OVERRIDE PRICE T-SHIRT                12.00 šš                     </pre> </div> <p>If line-by-line customer receipts are used, the entry appears in the following format:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> T-SHIRT                1200.00 OVERRIDE PRICE        1200.00 - NEW PRICE              12.00 šš                     </pre> </div>
<p>Privileges</p>	<p>An operator must be specifically privileged to use this key.</p>
<p>Program</p>	<p>Touchscreen File or Keyboard File:</p> <ul style="list-style-type: none"> <li>○ [Menu Item Price Override] key</li> </ul> <p>Employee Class File:</p> <ul style="list-style-type: none"> <li>○ Authorize/Use [Menu Item Price Override] Key - Transaction Privilege Code #44</li> </ul> <p>Revenue Center Parameter File:</p> <ul style="list-style-type: none"> <li>○ Require Reference Number Entry with Price Override - Control Option #19</li> </ul>
<p>Related</p>	<p>Post Menu Items with Direct Access Keys  Post Menu Items with NLU Key  Use a Barcode Reader  Void a Menu Item</p>

## Transaction Return



### Procedure

1. Begin a transaction.
2. Press [Transaction Return].
3. Enter menu items using any of the following methods:
  - Scan the barcode.
  - Press a [Menu Item] key.
  - Enter a number and press a [Barcode NLU] or [Menu Item SKU Entry] key.

The menu items post as returns.

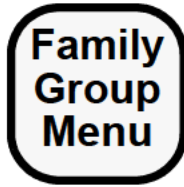
4. Tender the transaction,  
OR  
Press [Transaction Return] a second time, to end the return mode.

### Prompt

Prompt	What it Means	Action Required
AUTHORIZATION, ENTER ID NUMBER: TRANSACTION RETURN	You are not privileged to use this key.	An authorized person's ID must be entered.
AUTHORIZATION, ENTER ID NUMBER: NEGATIVE TRANSACTION BALANCE	You are not privileged to create a transaction with a negative balance.	An authorized person's ID must be entered.
AUTHORIZATION, ENTER ID NUMBER: PAY NEGATIVE TRANSACTIONS	You are not privileged to close a transaction with a negative balance.	An authorized person's ID must be entered.
TRANSACTION VOID NOT ALLOWED AFTER ENTRIES MADE THIS ROUND	You attempted to use the [Transaction Return] key in the middle of a transaction. This key may only be used at the beginning of a transaction.	Press [Clear] to continue.

<p>[Transaction Return] is used to place the UWS in a return mode. The UWS remains in return mode until the service round ends (e.g., the transaction is tendered), or until the key is pressed a second time.</p>	
<p>Example</p>	<p>A customer enters the shop with an armload of items to be returned. The operator begins a transaction and presses [Transaction Return], then scans the barcode on each menu item (or presses a [Menu Item] key for each).</p> <p>As the operator finishes, the customer picks up a pair of sunglasses from a display on the counter and says, "I'll take these".</p> <p>The operator presses [Transaction Return] for a second time, to end the return mode, and posts the sunglasses.</p>
<p>Privileges</p>	<p>An operator must be privileged to return menu items, to drive a transaction balance negative, and to close a transaction with a negative balance.</p>
<p>Program</p>	<p>Touchscreen File or Keyboard File:</p> <ul style="list-style-type: none"> <li>○ [Transaction Return] key</li> </ul> <p>Employee Class File:</p> <ul style="list-style-type: none"> <li>○ Authorize/Use [Transaction Return] Key - Transaction Privilege #77</li> <li>○ Authorize/Perform Void and Return of Menu Item Not on Check - Transaction Privilege #26</li> <li>○ Authorize/Cause a Transaction to Have a Negative Balance - Transaction Privilege #31</li> <li>○ Authorize/Perform Close of Checks with a Negative Balance - Transaction Privilege #39</li> <li>○ Authorize/Use [Transaction Return] Key - Transaction Privilege #77</li> </ul>
<p>Related</p>	<p>Post Menu Items with Direct Access Keys          Post Menu Items with NLU Key          Return an Item          Use a Barcode Reader          Void an Item</p>

## Post Menu Items by Major Group or Family Group



### Procedure

1. Begin a transaction.
2. Press [Major Group Menu Item].  
 A help window displays, listing active Major Groups and their numbers.
3. Type the number for a Major Group and press [Enter].  
 A help window displays, listing menu items in this Major Group and their numbers.
4. Type the number for a menu item and press [Enter].  
 The menu item posts.  
 The procedure is the same for the [Family Group Menu Item] key.

### Prompts

Prompt	What it Means	Action Required
AUTHORIZATION, ENTER ID NUMBER: MENU ITEM GROUP	You are not privileged to order an item from this group.	An authorized person's ID must be entered.
CONDIMENT REQUIRED	You failed to enter a required condiment.	Check the prompt for required condiment group, enter condiment.
CONDIMENT NOT ALLOWED	You chose a condiment that is not allowed.	Choose the correct condiment.
OUT OF MENU ITEM	The menu item is set to "Unavailable".	Check availability. The status can be changed through UWS Procedure #14.



<p>[Major Group Menu Item] and [Family Group Menu Item] are used to search for a specific menu item, then post it. This is particularly useful when a customer wants to purchase an item that has a missing or damaged barcode.</p>	
<b>Example</b>	<p>A customer wants to buy a teddy bear that has no barcode tag. The operator presses [Family Group Menu Item]. The UWS displays a help window containing the names and numbers of all Family Groups. The operator selects the Family Group "Plush Toys". The UWS then displays another help window containing the names and object numbers of all menu items in this Family Group. The operator selects "Teddy Bear" and posts the menu item.</p>
<b>Privileges</b>	<p>No privileges are associated with the use of this key.</p>
<b>Program</b>	<p>Touchscreen File or Keyboard File:</p> <ul style="list-style-type: none"><li>○ [Major Group Menu Item] key</li><li>○ [Family Group Menu Item] key</li></ul>
<b>Related</b>	<p>Post Menu Items with Direct Access Keys Post Menu Items with NLU Key Use a Barcode Reader</p>

### Shift Tax Rates ON or OFF



#### Procedure

1. Begin a transaction.
2. Post a menu item.
3. Press one of the [Tax Shift Rate X] keys.

That tax rate is now applied to the menu item. Conversely, if the menu item was already taxed at this rate, the menu item is now untaxed.

#### Prompts

Prompt	What it Means	Action Required
TAX SHIFT NOT ALLOWED	You pressed a [Tax Shift Rate X] key, but the key pressed before that was not a menu item.	Press [Clear] to continue. Enter a menu item before using this key.
NO TRANSACTION IN PROGRESS	You attempted to start a fast transaction with a [Tax Shift Rate X] key.	
NO ENTRIES THIS ROUND	You began a transaction (i.e., a guest check), and pressed a [Tax Shift Rate X] key before entering any menu items.	

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<p>[Tax Shift Rate 1] through [Tax Shift Rate 8] are used to turn tax rates ON or OFF for the last menu item that was posted. These keys cannot be used for menu items posted earlier in this transaction, or in a previous service round.</p>	
Example	<p>A gift shop in a hotel uses a database that is downloaded nightly from a headquarters office. An operator in the gift shop scans an aspirin bottle and notices that it posts without sales tax. The operator checks with his manager, who tells him that this is an error in database programming (aspirin has erroneously been programmed to be non-taxable) and will be corrected tonight.</p>
Privileges	<p>No privileges are associated with the use of this key.</p>
Program	<p>Touchscreen File or Keyboard File:</p> <ul style="list-style-type: none"><li>○ [Tax Shift Rate 1] ... [Tax Shift Rate 8] keys</li></ul>
Related	<p>Exempt Tax</p>

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Appendix **D**

*Quick Answers to Frequently  
Asked Programming Questions*

This appendix (previously referred to as “How Do I Setup a..”) provides basic steps and examples for setting up various 8700 database files.

***In this chapter***

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## *Overview*

The purpose of this appendix is to allow the end user to quickly add a discount, employee, cashier, operator, menu item, service charge, tender, or tracking group item to an existing database.

This appendix consists of three sections: Overview, For the Installer, and For the End User. The appendix can be used by both the experienced 8700 installer (For the Installer section) and the semi-experienced 8700 end user (For the End User section).

The steps outlined in this appendix assume that the 8700 database is programmed and operational. Since the database is already programmed, the easiest way to add information is to copy from similarly programmed records. After copying the various records or fields, you can simply modify the new entry.

For example, if I am adding a new discount that works just like my 10% Subtotal Discount, but it's going to be a 20% Subtotal Discount, all I have to do is copy all the data fields from the 10% Subtotal and change the percentage to 20%. Of course, I would carefully check the other fields to ensure that every characteristic applies to this new discount.

Prior to performing any programming, be sure you have a backup of the current database. Review all programming steps in this appendix **before** you start.

## Adding a Record

This procedure is used to add a blank record to a file. For example, if all of my Discounts are being used (i.e., there are no blank records) and I need to add one record to the file, I would perform the following steps.

Prior to adding any record(s) to a file, you should first check the File information to obtain the first and last object numbers in the File:

- Open the File where you need to add the record.

Discount #	Name	Tax Class
1	10% Subttl Disc	1 Tax Class 1
2	\$10 Subttl Disc	1 Tax Class 1
3	10% Item Disc	1 Tax Class 1

- Click the File function.

Discount #	Name	Tax Class
1	10% Subttl Disc	1 Tax Class 1
2	\$10 Subttl Disc	1 Tax Class 1
3	10% Item Disc	1 Tax Class 1
5	% Open Disc	1 Tax Class 1

- Click the File information.

**File Information**

File : Discount

Scope : System

Type : Variable

Number Of Records : 9

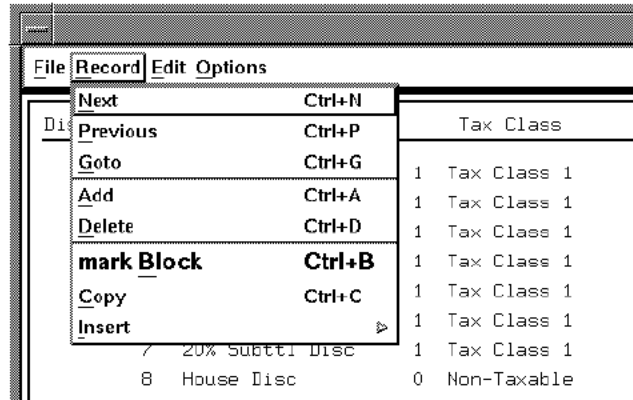
First Object Number : 1

Last Object Number : 9

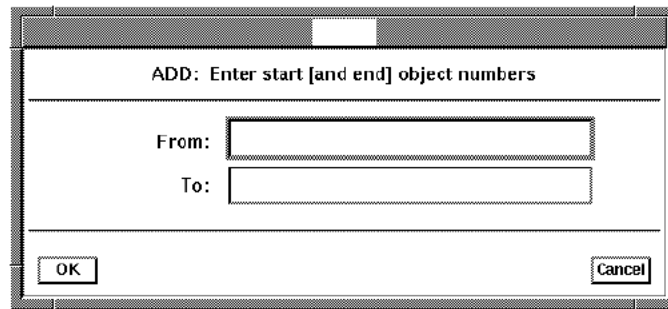
OK

Next, you must add a record with a unique object number for the new entry.

- Open the Discount File.
- Click the Record menu.

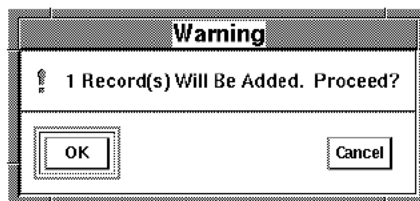


- Click the Add function.



Since my last object number was 9, I will add object number 10.

- Enter number 10 in the From field, press the [Enter] key.
- Enter number 10 in the To field, press the [Enter] key.  
The System will quickly display a message box "Add Records", followed by a confirmation window:



- Click OK.

The System will then add the record.



## Copying Records

This procedure is used if you have a blank record and you want to copy a similar record. There are three procedures available: Click and Drag, Mark Block, and Function Keys (see page D-8).

### *Click and Drag*

Note: Num Lock, Caps, and Scroll Lock must be off.

- Click-and-drag the mouse to highlight a record or group of records.

Employee #	Last Name	First Name	ID
100	*** Managers ***	*****	000000000
101	Decker	Joseph	000000004
102	Collins	Mike	000000102
103	Manager	Floor	000000103
104	Supervisor 104	Floor	000000008
105	Supervisor 105	Floor	000000105

- Click the file's Record menu.
- Click the Copy function.

File	Record	Edit	Options
Next	Ctrl+N		
Previous	Ctrl+P		
Goto	Ctrl+G		
Add	Ctrl+A		
Delete	Ctrl+D		
mark Block	Ctrl+B		
Copy	Ctrl+C		
Insert			

The copied records are now loaded into the scratchpad, and may be Inserted into any sufficiently large gap in the file. A gap is where the record numbers do not exist.

### *Use Mark Block*

- Click the record which represents the beginning of the block that you wish to copy.
- Click the file's Record menu.
- Click the mark Block function or [Ctrl] - [B].

- ❑ Use the keyboard arrow keys or the Page Up/Page Down keys to highlight the group of records to copy.

Employee #	Last Name	First Name	ID
100	Managers		0000000000
101	Decker	Joseph	0000000004
102	Collins	Hike	0000000102
103	Manager	Floor	0000000103
104	Supervisor 104	Floor	0000000008
105	Supervisor 105	Floor	0000000105

- ❑ Click the file's Record menu again.
- ❑ Click the Copy function or [Ctrl] - [C]. The copied records are now loaded into the scratchpad, and may be Inserted into any sufficiently large gap in the file.

### Insert Records in a File

- ❑ Load records into the scratchpad, using either Click and Drag, Mark Block, or Function Keys (see page D-8).
- ❑ Move the cursor to the location in the file where the record or block of records is to be inserted.
- ❑ Click the Record menu.
- ❑ Click the Insert function. A sub-menu appears:

File	Record	Edit	Options
	Next		Ctrl+N
	Previous		Ctrl+P
	Goto		Ctrl+G
	Add		Ctrl+A
	Delete		Ctrl+D
	mark Block		Ctrl+B
	Copy		Ctrl+C
	Insert		▶ Before
			After
			By Object Number

- ❑ Click *one* of the following selections:
  - ❑ “Before” inserts the contents of the scratchpad in the gap in the object numbers that occur before the current record.
  - ❑ “After” inserts the contents of the scratchpad in the gap in the object numbers that occur before the current record.

Overview

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If the gap in the object numbers is not large enough for the block of records being inserted, the System prompts, "Not Enough Room To Insert Block". Select a location in the file where the gap in object numbers is large enough to accommodate the block, and Insert again.

---

**Alternate Methods**

There are two other methods for copying fields, using the function keys or the left and right mouse buttons.

**Function Keys**

- F2 - Deletes a Field
- F3 - Stores a Field
- F4 - Recalls the Field

**Mouse**

- Left Button Click - Stores a Field
- Right Button Click - Recalls the Field

---

**Help Arrows**

The following arrow works as a help screen pop-up for possible field entries:



## *For the Installer*

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### Adding a Discount

The following programming steps apply to an existing database in which there are available records to add a new discount. It is assumed that you will be copying information from a similar existing discount to the new discount.

#### *Before You Start*

Prior to adding a new Discount to your System, you must first ask yourself the following questions:

- Do I presently have any discounts in use?
- Do I know if this is a% or \$ discount?
- Do I know if this is an open or preset discount?  
If preset, do I know how much?
- Do I know where the discount will appear (keyboard, NLU, SLU, etc.)?
- Do I have room on my keyboard/touchscreen for this new key?  
If not, do I currently have a Discount NLU or Discount SLU available on my keyboard/touchscreen for this new discount?
- Do I know if this discount should report to any Custom Reports.  
If so, do I know who implements these changes to the Custom Reports?
- Do I know on which Tracking Group(s) this discount should appear?

If you have answered yes to all questions, you are ready to start programming.

If you have answered no to **any** question, you do not have enough information to start programming. Obtain the information needed, or call your Support Representative.

#### *Programming Steps*

1. Enter System Configurator.
2. Click on Discount.
3. Find or add a blank record for the new discount.
4. Copy the information from the similar discount.
5. Enter the new discount name and make any required modifications (See Discount Programming fields).

6. Add this discount to the appropriate Tracking Group(s).  
When complete, check that all fields are the same as the discount from which you were copying.
7. Click on the File menu.
8. Click on Save & exit.
9. Close the System Configurator window.

### *Discount Programming Fields*

The following is provided as a quick reference guide for the discount programming fields:

<b>(For more information, refer to the 8700 Programming Manual)</b>	
Name	Enter discount name, up to 16 characters.
Tax Class	Change the discount's tax class. (Note: Tax on a discount posts as a negative amount). Is this discount taxable? If so, is there another discount which is taxed at the same tax rate(s)?
Type Def	Enter type definition, some common type definitions include:  TD# 1 - Open or Preset TD# 2 - Amount or Percentage TD# 3 - Item Discount TD# 4 - Employee Meal TD# 10 - Tender Required with Subtotal Discount  Type Definition examples: Open \$ - C080 Open % - 8088 Preset 50% Item - 2000
Itemizers	Enter the discount itemizers used in calculating this discount. Refer to the MI Class File for those itemizers. For more information, refer to the <i>8700 Programming Manual</i> .
Discount Output	Enter where this discount will output (Guest Checks, Customer Receipts, Remote Printers, VDU, etc).
NLU	Enter the NLU number of this discount.
SLU	Enter the SLU number of this discount.
Main Menu Level	Enter the main menu level on which this discount is active.
Sub Menu Level	Enter the sub menu level on which this discount is active.
Main and Sub Popup Levels	Enter the menu level on which the System will be active, after using the discount.
Percent	If this is a percentage discount, enter the % amount?

**Quick Answers to Frequently Asked Programming Questions**  
For the Installer

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Amount	If this is a dollar discount, enter the amount?
Privilege	Enter the employee privilege group.

## Adding an Employee

The following programming steps apply to an existing database, in which there are available records to add a new employee. It is assumed that you will be using existing employees in the Employee Class File to program the new employee.

### *Before You Start*

Prior to adding a new employee to your System, you must first ask yourself the following questions:

- Is this employee going to be like other active employees (e.g., Server, Bartender, Busperson, etc.) currently programmed?
- Is this employee required to clock-in? If so, do I know the job code(s) of the new employee?
- Do I know the employee's regular and overtime pay rates?
- Do I know the Revenue Center to which this employee should be assigned?
- Do I know if this employee's totals should report on any Custom Reports?

If so, do I know who implements these changes to the Custom Reports?

Often, the Employee File is organized into groups. For example, all servers may be in the range 100 - 500, all bartenders may be in the range 501 - 700, etc. You should enter the new employee record in the correct range, if this structure is used.

If you have answered yes to all questions, you are ready to start programming.

If you have answered no to **any** question, you do not have enough information to start programming. Obtain the information needed, or call your Support Representative.

### *Programming Steps*

1. Enter System Configurator.
2. Click on Employee.
3. Find the range were this employee is to be added.
4. Find or add a blank record for the new employee.
5. Copy the information from the similar employee.
6. Enter the name and ID number the employee will use to sign-in.
7. Enter regular and overtime pay rates, if necessary.

When complete, check that all fields are the same as the employee from which you were copying.

8. Click on the File menu.
9. Click on Save & exit.
10. Close the System Configurator window.

### *Employee Programming Fields*

The following is provided as a quick reference guide for the employee programming fields:

<b>(For more information, refer to the <i>8700 Programming Manual</i>)</b>	
Last Name	Enter last name, up to 16 characters.
First Name	Enter first name, up to 8 characters.
ID	Enter sign-in ID number, up to 12 digits.
Employee Class	Enter the employee class number to assign privileges and other operational characteristics to the employee.
Current RVC	Enter the revenue center the employee works in.
Type Def	Enter type definition. This entry is used for various definitions, such as the employee's LDS #, Grace Period, Clear on Error, etc.
Check Name	Enter the name that will print on the check. If left blank, the First Name will print on the check.
Group	Enter the group access number for other modules.
Level	Enter the access level number for other modules.
Training Status	Enter training status (Not Training or Training Mode).
Job Code Regular Overtime 1 - 8	Enter the employee's regular and overtime pay for each active job code.

It is also possible to add an employee using UWS Procedures. For a complete explanation, please refer to the *8700 User's Manual*.



## Adding an Operator

The following programming steps apply to an existing database, in which there are available records to add a new operator. It is assumed that you will be using an existing operator in the Operator File to program the new operator. If the operator works in more than one Revenue Center, duplicate entries must be created in each Revenue Center.

### *Before You Start*

Prior to adding a new operator to your System, you must first ask yourself the following questions:

- Does this operator's employee number exist? If not, see page [D-12](#).
- Is this operator going to be like other active operators currently programmed?
- Do I know the Revenue Center to which this operator should be assigned?
- Do I know if this operator will be able to close out their own checks?  
If so, do I know the Cashier number to which this operator should be assigned?
- If a Cashier link is required, do I know if this operator will be assigned to a cash drawer?  
If so, do I know the cash drawer number?
- Do I know if this operator should post to any Custom Reports. If so, do I know who implements these changes to the Custom Reports?
- Do I know the Tracking Group(s) on which this operator should appear?

If you have answered yes to all questions, you are ready to start programming.

If you have answered no to **any** question, you do not have enough information to start programming. Obtain the information needed, or call your Support Representative.

### *Programming Steps*

1. Enter System Configurator.
2. Click on Operator.
3. Find the employee name for this new operator.
4. Copy the information from the similar operator, and make any required modifications.

5. Add a Cashier link, if required.
6. Add the appropriate Tracking Group number.  
When complete, check that all fields are the same as the operator from which you were copying.
7. Click on the File menu.
8. Click on Save & exit.
9. Close the System Configurator window.

### *Operator Programming Fields*

The following is provided as a quick reference guide for the operator programming fields:

<b>(For more information, refer to the <i>8700 Programming Manual</i>)</b>	
Type Def	Enter type definition. Some common type definitions include:  TD# 1 - Table Number Required TD# 5 - By-Round or On-Demand TD# 8 - Pop-up Operator TD# 14 - Require Seat Number
Cashier Number	Enter the cashier number for reports.
Tracking Group	Enter the tracking group for reports.
Table Count	Enter the number of tables that will be assigned to this operator. This number is used to calculate \$/Table Count on operator reports.
Cash Drawer	Enter the cash drawer number.
Default Touchscreen	Enter the touchscreen that will appear when this operator signs in to the UWS/3. This is for UWS/3's only. For more information on touchscreens, please see the <i>8700 Programming Manual</i> .

## Adding a Cashier

The following programming steps apply to an existing database, in which there are available records to add a new cashier.

### *Before You Start*

Prior to adding a new cashier to your System, you must first ask yourself the following questions:

- Do I know if this cashier should report to any Custom Reports?  
If so, do I know who implements these changes to the Custom Reports?
- Do I know on which Tracking Group(s) this cashier should appear?

If you have answered yes to all questions, you are ready to start programming.

If you have answered no to **any** question, you do not have enough information to start programming. Obtain the information needed, or call your Support Representative.

### *Programming Steps*

1. Enter System Configurator.
2. Click on Cashier.
3. Find or add a blank record for this new cashier.
4. Add the appropriate Tracking Group number.  
When complete, check that all fields are the same as the cashier from which you were copying.
5. Click on the File menu.
6. Click on Save & exit.
7. Close the System Configurator window.

### *Cashier Programming Fields*

The following is provided as a quick reference guide for the cashier programming fields:

<b>(For more information, refer to the 8700 Programming Manual)</b>	
Cashier Name	Enter cashier name, up to 16 characters.
Tracking Group	Enter tracking group for reports.

---

## Adding a Menu Item

The following programming steps apply only to an existing database, in which there are available records to add a new menu item. It will be assumed that you will be copying information from a similar menu item to the new menu item. Keep in mind that adding a Menu Item involves multiple database files.

### *Before You Start*

Prior to adding a new menu item to your System, you must first ask yourself the following questions:

- Do I know the similar item menu from which I will be copying the various fields?
- Do I know where this menu item should go (object number) in the MI Master, Definition, and Price Files?
- Do I know the price of the menu item?
- Do I know if this menu will require condiments?
- Do I have room on my keyboard/touchscreen for this new key?

If not, do I currently have a MI NLU or MI SLU available on my keyboard/touchscreen for this new menu item?

- Do I know if this menu item should report to any Custom Reports?

If so, do I know who implements these changes to the Custom Reports?

- Do I know on which Tracking Group(s) this menu item should appear?

If you have answered yes to all questions, you are ready to start programming.

If you have answered no to **any** question, you do not have enough information to start programming. Obtain the information needed, or call your Support Representative.

### *Programming Steps*

1. Enter System Configurator.
2. Click on the MI Master File.
3. Find or add a blank record for the new menu item.
4. Copy the information from the similar menu item.
5. Enter the new menu item's name in the MI Master File.
6. Save & exit this file.
7. Click on the MI Definition File (if it is not already open).

Overview

8. Repeat steps 3 - 4. If necessary, modify the fields.
9. Save & exit this file.
10. Click on MI Price File (if it is not already open).
11. Repeat steps 3 - 4. If necessary, modify the fields.
12. Enter the new menu item price.
13. Save & exit this file.
14. Program the keyboard, if required. Refer to the Programming Manual.
15. Close the System Configurator window.

*Menu Item Programming Fields*

The following is provided as a quick reference guide for the menu item programming fields:

<b>Menu Item Master File</b> (For more information, refer to the <i>8700 Programming Manual</i> )	
Report Name	Enter the name that will appear on MI reports, up to 16 characters.
Major Group	Enter the major group number, for MI reports.
Family Group	Enter the family group number, for MI reports.
Report Group	Enter the report group number, for MI reports.
Status	Enter the MI availability status.
Count on Hand	Enter the number of items on hand, usually used for specials, end cuts, etc.
<b>Menu Item Definition File</b>	
First Name	Enter the name that will appear on the display, guest checks. etc. Up to 16 characters.
Second Name	Enter the name that will print if MI Class settings use a second name. Up to 16 characters.
Main Menu Level	Enter the main menu level on which this item is active.
Sub Menu Level	Enter the sub menu level on which this item is active.
Menu Item Class #	Enter the MI Class number.
NLU Group	Enter the NLU group of the item.
NLU #	Enter the NLU number of the item.
SLU	Enter the SLU number of the item.
Tare Weight	Enter the tare weight of the item, if required.

<b>Menu Item Price File</b>	
Active Menu Levels	Enter all the levels on which this item is active.
Price	Enter the MI price.
Prep Cost	Enter the prep cost for inventory purposes.
Tax Class	Enter the tax rate of the item.

---

## Adding a Service Charge

The following programming steps apply to an existing database, in which there is an available record to add a new service charge. It is assumed that you will be copying information from a similar existing service charge to the new service charge.

### *Before You Start*

Prior to adding a new Service Charge to your System, you must first ask yourself the following questions:

- Do I presently have a service charge in use?
- Do I know if this is a % or \$ service charge?
- Do I know if this is an open or preset service charge?  
If preset, do I know how much?
- Do I have room on my keyboard/touchscreen for this new key?  
If not, do I currently have a service charge NLU or service charge SLU available on my keyboard/touchscreen for this new service charge?
- Should this service charge report to any Custom Reports?  
If so, do I know who implements these changes to the Custom Reports?
- Do I know on which Tracking Group(s) this service charge should appear?

If you have answered yes to all questions, you are ready to start programming.

If you have answered no to **any** question, you do not have enough information to start programming. Obtain the information needed, or call your Support Representative.

### *Programming Steps*

1. Enter System Configurator.
2. Click on Service Charge.
3. Find or add a blank record for the new service charge.
4. Copy the information from the similar service charge.
5. Enter the new service charge name and make any required modifications.  
When complete, check that all fields are the same as the service charge from which you were copying.
6. Click on the File menu.
7. Click on Save & exit.

**8. Close the System Configurator window.**

***Service Charge Programming Fields***

The following is provided as a quick reference guide for the service charge programming fields:

(For more information, refer to the <i>8700 Programming Manual</i> )	
Name	Enter the service charge name, up to 16 characters.
Tax Class	Enter the tax class for this service charge.
Type Def	Enter the type definition. Some more common type definitions are:  TD# 1 - Open or Preset TD# 2 - Amount or Percentage TD# 3 - Post to Charged Tips Total on Tip Reports
Itemizers	Enter what service charge itemizers are used in calculating this discount? The discount itemizer which the menu item adds to is determined by the MI Class.
Discount Output	Enter where this service charge will output, (guest checks, customer receipts, remote printers, VDU, etc).
NLU	Enter the NLU number of this service charge.
SLU	Enter the SLU number of this service charge.
Main Menu Level	Enter the main menu level on which this service charge is active.
Sub Menu Level	Enter the sub menu level on which this service charge is active.
Main and Sub Popup Levels	Enter the menu level on which the System be set to after using the service charge.
Percent	If this is a percentage service charge, enter the %.
Amount	If this is a dollar service charge, enter the amount.
Tip Paid T/M	Link to tender/media that will be used with the [Tips Paid] key.
% To Tips Paid	Enter the percentage of the tips paid amount that posts to Tips Paid total on reports.
Privilege	Enter the employee privilege group.



## Adding a Tender/Media

The following programming steps apply to an existing database, in which there are available records to add a new tender. It is assumed that you will be copying information from a similar existing tender to the new tender.

### *Before You Start*

Prior to adding a new tender/media to your System, you must first ask yourself the following questions:

- Do I know if this new tender is going to be similar to a Cash, Credit Card, Room Charge, or Service Total?

Do I presently have those types in use?

- Do I have room on my keyboard/touchscreen for this new key?

If not, do I currently have a Tender NLU or Tender SLU available on my keyboard/touchscreen for this new tender?

- Do I know if this tender should report to any Custom Reports?

If so, do I know who implements these changes to the Custom Reports?

- Do I know on which Tracking Group(s) this tender should appear?

If you have answered yes to all questions, you are ready to start programming.

If you have answered no to **any** question, you do not have enough information to start programming. Obtain the information needed, or call your Support Representative.

### *Programming Steps*

1. Enter System Configurator.
2. Click on Tender/Media.
3. Find or add a blank record for the new tender.
4. Copy the information from the similar tender.
5. Enter the new tender name and make any required modifications.  
When complete, check that all fields are the same as the tender from which you were copying.
6. Click on the File menu.
7. Click on Save & exit.
8. Close the System Configurator window.

### *Tender/Media Programming Fields*

**The following is provided as a quick reference guide for the tender/media programming fields:**

(For more information, refer to the <i>8700 Programming Manual</i> )	
Name	Enter the tender name, up to 16 characters.
T/M Type	Enter the tender/media type, payment (Type 1) or service total (Type 2).
Preamble	Enter the preamble, if required.
Type Def	Enter the type definition. Some more common type definitions are:  TD# 1 - Open Cash Drawer TD# 2 - Amount Required TD# 3 - Assume Paid in Full TD# 5 - Reference Entry Required TD# 8 - Print on Customer Receipt TD# 13 - Print Memo Check TD# 17 - Check Credit Card Expiration Date TD# 22 - Print Check Trailer TD# 41 - Require Credit Authorization
Tender Output	Enter where this tender will output? Guest Checks, Customer Receipts, Remote Printers, VDU, etc.
Order Output Disable	Enter which order output devices will be disabled when this tender key is pressed.
NLU	Enter the NLU number of this tender.
SLU	Enter the SLU number of this tender.
Main Menu Level	Enter the main menu level on which this tender is active.
Sub Menu Level	Enter the sub menu level on which this tender is active.
Main and Sub Popup Levels	Enter the menu level on which the System be set to after using the tender.
Charged Tip Service Chg	Is a charged tip usually applied to this tender? Which charged tip?
HALO	Enter the high amount lock out.
Privilege	Enter the employee privilege group.
PMS	Enter the PMS number, if this tender is to post to a Property Management System.
Est Tip% % 2nd Limit Base Limit 2nd Limit Init Auth Amnt	Enter these fields, if Credit Card Authorization is required.

---

## Adding to a Tracking Group

The following programming steps apply to an existing database, in which there are available records to add a new entry to a tracking group.



### **Caution**

Do not move, change, or delete any **existing** entries in any of the tracking group(s).

---

### *Before You Start*

Prior to adding a new tracking group entry to your System, you must first ask yourself the following questions:

- Do I know the type of the new entry (menu item, tender, etc.)?
- Do I know the name of the new tracking group?

If you have answered yes to all questions, you are ready to start programming.

If you have answered no to **any** question, you do not have enough information to start programming. Obtain the information needed, or call your Support Representative.

### *Programming Steps*

1. Enter System Configurator.
2. Click on the appropriate Tracking Group.
3. Click on the appropriate Tracking Group Name.
4. Click on Edit.
5. Click on detail.
6. Find or add a blank field record for the new entry.
7. Click on the arrow button next to Type.
8. Select type of entry.
9. Click on the arrow button next to Number.
10. Select number.
11. Find a similar entry; if you are programming a tender, look for a tender.
12. Enter the same TD entry as the similar entry. If not, refer to the *8700 Programming Manual*.
13. Enter the Commission %, if necessary.
14. Click on Save & exit.
15. Close the System Configurator window.

### *Tracking Group Programming Fields*

The following is provided as a quick reference guide for the tracking group programming fields:

(For more information, refer to the <i>8700 Programming Manual</i> )	
Type	Enter the type of tracking total, i.e., menu item, discount, tender.
Number	Enter the record number of the item being tracked.
Definition	Enter how the item will be used in calculating on the report.
Name	Enter the name that will appear on the report.
Column	Enter what column number this item appears in. This entry is for reports that output from the Report Writer module only.
Commission%	Enter the commission percentage, if required. This field is used to assign a commission rate to an employee for the item being tracked.

## *For the End User*

The following section provides examples of adding a menu item, discount, employee, operator, cashier, menu item, service charge, and tender key.

The examples are shown in a series of steps. Each step corresponds to the highlighted fields moving from left to right within the file being programmed.

### Adding a Discount

The following example will add a new discount.

Name: 20% Subtotal Discount  
 Open or Preset: Preset  
 Affects: Food Only  
 Accessed By: Screen lookup - "Discounts"  
 Printing: Guest Checks, Customer Receipts, and Journal

Add a 20% Discount		
Step and Field Name	Detail	Comments
1	Open the Discount File	
2 - Name	Find a blank record and enter the discount name. If a blank record does not exist, you will need to add a new record.	This name should describe the discount, i.e., "20% Subtotal".  If the record needs to be added, see page <a href="#">D-4</a> .
3 - Tax Class	Copy the Tax Class field from an existing discount.	Look at the other discounts. Are they taxable?
4 - Type Definition	Enter 0080.	This is the type definition for a preset, percentage discount.
5 - Itemizer	Copy the Itemizer field from an existing discount.	These itemizers are used to calculate the amount of this discount.
6 - Discount Output	Enter B00000.	This output definition will print the discount on checks, receipts, and journal.

<b>Add a 20% Discount</b>		
<b>Step and Field Name</b>	<b>Detail</b>	<b>Comments</b>
7 - NLU Number	<p>Look at the similar discount. Does it have an NLU #? If so, enter the next highest number. Be sure to look at all the NLU numbers in the column, so the number will not be duplicated.</p> <p>Enter the NLU group and number.</p>	The NLU group and number are used to access the discount through a listing that will appear on the operator display of the UWS/1 or UWS/2.
8 - SLU Number	Copy the SLU field from an existing discount.	Look at the other discounts. Do they have an SLU #? If so, enter the same number. The SLU # is used to access the discount on the UWS/3
9 - Main & Sub PopUp Levels	Copy the Main and Sub level fields and their PopUp fields from an existing discount.	Main and Sub levels may be used to limit this discount's availability. PopUp fields may be used to determine the Main and Sub Levels that become active after this discount is posted.
10 - Percent Amt	Enter 20.	This is a 20% discount.
11- Dollar Amt	Enter zero as the dollar amount.	Does not apply to % discount.
12 - Privilege Group	Copy the Priv Group field from an existing discount.	The Priv Group determines the employees that can apply a discount.
13	Save & exit the Discount File.	

## Adding an Employee

The following example will add a new employee.

Name: Michael Collins  
 Employee Class: Server (1)  
 ID #: 32  
 Revenue Center: Restaurant (1)  
 Check Name: Mike  
 Job Code: Server (1)  
 Regular Pay: 2.75  
 Overtime Pay: 3.50

Add an Employee		
Step and Field Name	Detail	Comments
1	Open the Employee File.	
2 - Last Name	Find a blank record and enter Collins. If a blank record does not exist, you will need to add a new record.	Follow the existing organization.  Add Collins in the same location where the other servers are programmed.  If the record needs to be added, see page <a href="#">D-4</a> .
3 - First Name	Enter Michael in the first name field.	
4 - ID Number	Enter 32 in the ID.	This is a secret ID number and will not display when entered at the UWS.
5 - Employee Class	Enter 1 for Server.	The Employee Class field controls what the employee can and can not do. Since the Employee Class is already programmed, the name will appear after the number is entered.
6 - Revenue Center	Enter 1 for Restaurant.	

<b>Add an Employee</b>		
<b>Step and Field Name</b>	<b>Detail</b>	<b>Comments</b>
7 - Type Definition	Copy the Type Definition field from an existing employee who has the same Employee Class.	
8 - Check Name	Enter Mike for the Check Name.	The check name will print on all guest checks.
9 - Group Number	Copy the Group number field from an existing employee who has the same Employee Class.	
10 - Training Status	Enter Training Status.	Training mode can be changed here, or through UWS Procedures.
11 - Job Code	Enter 1 for Server.	
12 - Regular Pay	Enter 2.75.	
13 - Overtime Pay	Enter 3.50.	
14	Save & exit the Employee File.	



## Adding an Operator

We will add Mike as a new operator and he will be set up as follows:

- On-demand
- Table Entry required with New Checks
- Number of Guests Required with New Checks
- Pop-up Operator

Add an Operator		
Step and Field Name	Detail	Comments
1	Open the Operator File.	
2	If a record does not exist, you will need to add a new record.	If the record needs to be added, see page <a href="#">D-4</a> .  If you add a record, the name from the Employee File will appear after adding the record to the Operator File.
3 - Type Definition	Enter C900.	This entry will set the type definition as described above.
4 - Cashier Number	Enter Cashier Number/ Name.	This entry is the number from the Cashier File.
5 - Tracking Group Number	Copy the Tracking Group Number/Name field from an existing operator.	This entry is required for Mike's totals to appear on reports.
6 - Table Count	Copy the Table Count field from an existing operator.	
7 - Cash Drawer	Enter 0.	Since Mike uses Server Banking, he will not require a Cash Drawer.
8 - Default Touchsrn	Copy the Default Trans TS field from an existing operator.	This is the first touchscreen that will appear after Mike signs in to a UWS/3.

<b>Add an Operator</b>		
<b>Step and Field Name</b>	<b>Detail</b>	<b>Comments</b>
9	Save & exit the Operator File.	

## Adding a Cashier

All servers are Server Banking (they can Cash out their own checks), which means Mike will need a Cashier number.

Adding a Cashier		
Step and Field Name	Detail	Comments
1	Open the Cashier File.	
2 - Cashier Name	If a record does not exist, you will need to add a new record. Enter Mike at a blank record number.	Denote the Cashier number, this will be entered in the Operator File also.  If the record needs to be added, see page <a href="#">D-4</a> .
3 - Tracking Group Number	Copy the Tracking Group field from an existing cashier.	This entry is required for Mike's totals to appear on reports.
4	Save & exit the Cashier File.	

## Adding a Menu Item

The following example will add a new pasta dish to a Revenue Center.

Name: Pasta Surprise  
 Price: \$9.50  
 Cost: No Cost  
 What outlets  
 will sell this item: The Terrace Restaurant  
 Will this item print  
 in the kitchen: Hot Printer  
 Any modifiers: No  
 How will this  
 item be accessed: Screen lookup - "Dinner Entree"

NOTE: If POS Operations is running, adding a new record will slow down operations.

Add a Menu Item		
Step and Field Name	Detail	Comments
1	<p>Open the MI Master File in System Configurator.</p> <p>(Note: If a Revenue Center is selected when the MI Master file is opened, it will also open the MI Definition and MI Price files. If not, the MI Definition and Price file will have to be opened individually).</p>	
2 - Report Name	<p>Find a blank record and enter Pasta Surprise. If a blank record does not exist, you will need to add a new record.</p>	<p>This is the menu item name that will appear on reports. Follow the existing organization, i.e., Add new Pasta dish under "Entrees".</p> <p>If the record needs to be added, see page <a href="#">D-4</a>.</p>
3 - Major Group	<p>Enter the appropriate Major Group. It will probably be called "Food".</p>	

<b>Add a Menu Item</b>		
<b>Step and Field Name</b>	<b>Detail</b>	<b>Comments</b>
4 - Family Group	Enter the appropriate Family Group. It will probably be called "Entree or Pasta Entree".	
5 - Report Group	Enter Report Group #, it should be the same as the other Entrees.	
6	Save & exit the MI Master File.	
Revenue Center MI Definition File	Select the Revenue Center.	Click the Revenue Center Information button and a list will appear.  Select the Terrace Rest.
1	Open the MI Definition File.	
2- First Name	Goto the record number for Pasta Surprise. If the number does not exist, then add the record number. If the number exists, proceed with the next step.	If the record needs to be added, see page <a href="#">D-4</a> .
3 - Last Name	If the name you want to appear on the guest check is different, you may change here.	The second name can be used for an abbreviation in the kitchen (MI Class Type Definition #18).
4 - Main & Sub Levels	Copy the Main and Sub level fields from an existing dinner entree.	Main and Sub levels may be used to limit when items are available.
5 - Menu Item Class	Use an existing MI class that does not prompt for condiments and that prints to the hot kitchen printer.	If you're not sure of the MI class, check the MI Class file.

<b>Add a Menu Item</b>		
<b>Step and Field Name</b>	<b>Detail</b>	<b>Comments</b>
6 - NLU Group Number	<p>Look at the similar MI. Does it have an NLU #? If so, enter the next highest number. Be sure to look at all the NLU numbers in the column, so the number will not be duplicated.</p> <p>Enter the NLU group and number.</p>	<p>The NLU group and number are used to access the menu item through a listing that will appear on the operator display of the UWS/1 or UWS/2.</p>
7 - SLU Number	<p>Enter SLU number.</p>	<p>Look at the other menu items. Do they have an SLU #? If so, enter the same number. The SLU # is used to access the discount on the UWS/3</p> <p>For this example let's assume that there is an SLU called "Dinner Entree".</p>
8	<p>Save &amp; exit the MI Definition File (you will notice, after you exit, the MI name will appear in the Price File, if open).</p>	
Revenue Center MI Price File		<p>Click on the Revenue Center Information button and a listing will appear.</p> <p>Select the Terrace Rest.</p>
1	<p>Open the MI Price File.</p>	
2	<p>Goto the record number for Pasta Surprise. If the number does not exist, then add the record number, if the number exists, proceed to the next step.</p>	<p>If the record needs to be added, see page <a href="#">D-4</a>.</p>

Overview

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<b>Add a Menu Item</b>		
<b>Step and Field Name</b>	<b>Detail</b>	<b>Comments</b>
3 - Active Menu Levels	Copy the Active Level field from an existing dinner entree	The Active Level may be used to determine when items are available.
4 - Price	Enter 995 for the price.	The decimal point will be added automatically.
5 - Prep Cost	Enter 0 for the prep cost.	
6 - Tax Class	Copy the Tax Class Override field from an existing dinner entree.	The Tax Class Override may be used to exempt (override) the tax class assigned to this MI Class.
7	Save & exit the MI Price File.	

## Adding a Service Charge

The following example will add a new service charge.

Name:	Charged Tip
Open or Preset:	Open dollar Amount
How will this item be accessed:	Screen lookup - "Service Charges"
Printing:	Guest Checks, Customer Receipts, and Journal

Add a Service Charge		
Step and Field Name	Detail	Comments
1	Open the Service Charge File.	
2 - Name	Find a blank record and enter the service charge name. If a blank record does not exist, you will need to add a new record.	This name should describe the service charge, i.e., "Charge Tip".  If the record needs to be added, see page <a href="#">D-4</a> .
3 - Tax Class	Copy the Tax Class field from an existing service charge.	Look at the other service charges, are they taxable.
4 - Type Definition	Enter E000.	This is the type definition for an open amount service charge.
5 - Itemizer	Copy the Itemizer field from an existing service charge.	This is used to calculate the total amount the service charge will be.
6 - Discount Output	Enter B00000.	This output definition will print the service charge on checks, receipts, and journal.



<b>Add a Service Charge</b>		
<b>Step and Field Name</b>	<b>Detail</b>	<b>Comments</b>
7 - NLU Number	Look at the similar service charge, does it have a NLU #? If so, enter the next highest number. Be sure to look at all the NLU numbers in the column, so the number will not be duplicated.  Enter the NLU group and number.	The NLU group and number are used to access the service charge through a listing that will appear on the operator display of the UWS/1 or UWS/2.
8 - SLU Number	Copy the SLU field from an existing service charge.	Look at the other service charges. Do they have an SLU #? If so, enter the same number. The SLU # is used to access the service charge on the UWS/3
9 - Main & Sub Levels	Copy the Main and Sub level fields and their PopUp fields from an existing service charge.	Main and Sub levels may be used to limit this service charges availability. Popup fields may be used to determine the Main and Sub Levels that become active after this service charge is posted.
10 - Percent Amt	Enter 0.	This is not a % service charge.
11 - Dollar Amt	Enter 0.	This is an open amount service charge.
12 - Tips Paid T/M	Enter Tips Paid/Media link, this field is used to link the service charge to a Tips Paid key.	Look at the other service charges. Do they have a Tips Paid link? If yes, enter the same number. If no other service charge uses this link, enter "0".

<b>Add a Service Charge</b>		
<b>Step and Field Name</b>	<b>Detail</b>	<b>Comments</b>
13 - % To Tips Paid	Enter Tips Paid%.	Look at the other service charges? Do they have a Tips Paid % amount, if yes, enter the same number. If no other service charge uses this link, enter "0".
14 - Privilege Group	Copy the Priv Group field from an existing service charge.	The Priv Group determines the employees that can apply a service charge.
15	Save & exit the Service Charge File.	

## Adding a Tender/Media Key

The following example will add a new tender/media key to the System.

Name: Breakfast for Guests  
 Open or Preset: Open  
 How will this item be accessed: Screen lookup - "Tender SLU"  
 Printing: On Guest Checks, Customer Receipts and Journal

The Breakfast for Guests key will work just like the Cash key.

Add a Tender/Media Key		
Step and Field Name	Detail	Comments
1	Open the Tender/Media File.	
2 - Name	Find a blank record and enter the tender name. If a blank record does not exist, you will need to add a new record.	This name should describe what the tender is, i.e., "Breakfast for Guests".  If the record needs to be added, see page <a href="#">D-4</a> .
3 - T/M Type	Enter 1.	Type 1 = Payment.
4 - Preamble	Enter 0.	Since this is like the Cash key, no entry is required.  If this were a credit card, an entry would be required.
5 - Type Definition	Copy the existing type definition from the Cash key.	This tender is to function exactly like the Cash key.
6 - Tender Output	Enter B00000.	This output definition will print the tender on checks, receipts, and the journal.
7 - Disable Order Output	Copy the Disable Order Output from the Cash key.	This field is set if a certain order device should be disabled when this tender key is used.

<b>Add a Tender/Media Key</b>		
<b>Step and Field Name</b>	<b>Detail</b>	<b>Comments</b>
<b>8 - NLU Number</b>	<p>Look at the Cash key, does it have an NLU #. If so, enter the next highest number. Be sure to look at all the NLU numbers in the column, so the number will not be duplicated.</p> <p>Enter the NLU group and number.</p>	<p>The NLU group and number are used to access the tender through a listing that will appear on the operator display of the UWS/1 or UWS/2.</p>
<b>9 - SLU Number</b>	<p>Copy the SLU field from the Cash key.</p>	<p>Look at the other tenders. Do they have an SLU #? If so, enter the same number. The SLU # is used to access the tender on the UWS/3</p>
<b>10 - Main &amp; Sub Levels</b>	<p>Copy the Main and Sub level fields and their PopUp fields from the Cash key.</p>	<p>Main and Sub levels may be used to limit this tender's availability. Popup fields may be used to determine the Main and Sub Levels that become active after this tender is posted.</p> <p>The "Breakfast for Guests" key will work on the same levels as the Cash key.</p>
<b>11 - Charged Tip Service Chg</b>	<p>Copy the same field from the Cash key.</p>	
<b>12 - HALO</b>	<p>Copy the same field from the Cash key.</p>	
<b>13 - Privilege Group</b>	<p>Copy the Priv Group field from the Cash key.</p>	<p>The Priv Group determines the employees that can apply a tender.</p>

<b>Add a Tender/Media Key</b>		
<b>Step and Field Name</b>	<b>Detail</b>	<b>Comments</b>
<b>14 - Credit Card Auth Fields</b>	Enter 0 for all of the following fields: Est Tip% % 2nd Lmt Base Limit 2nd Limit Init Auth Amnt	All of these fields are used with credit card authorization.
<b>15</b>	Save & exit the Tender/Media File.	

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