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Table of contents

Order Prompts	3
Create Order Prompt	3
Assign Order Prompt	4
Sub Menus	5
Up Selling	5
Offer Limited Free Sides	7

Order Prompts

Order Prompts are simple questions that will pop up when an item is ordered, they cannot have a price applied to them- e.g. Cooking instructions for a steak.

Create Order Prompt

Order Prompts are simple questions that will pop up when an item is ordered, they cannot have a price applied to them- e.g. Cooking instructions for a steak.

To create a new Order prompt, firstly Open the item you wish to add order prompts to. and select POS settings.and then Prompt set up.

ld 071			Suppl	ier Code:			Copy	,	Print Barcodes	Quick Shelf Label
Name 8oz F	RUMP			Addit	ional Name				Syr	c From Hq 🗹
Department	Grill			- List Ne	w					
Supplier				- List Ne	w					
	Style Code			Colour			List Setup	Size		
Vat Detail	^{5:} 1 • \	/at @ 20%	20.00	1		Use S	ub Menus 🔳	Shelf L	abel Kit 🗖 Se	ell Online
Prices	Stock Settings	POS Settings	Notes & Alergens	Graphics		Barcodes	Suppliers	eals	Sales History Attributes	
Order Pron	npts	Max Qt	y Gr	oup Select 🕅	Price Shift	s			Disab	le Product 🖂
Not Set		-	1 🌩		Not Set			-	с	ourse Item 📼
Not Set		-	1 🊔		Not Set			-	h	ndicate Vat 🕅
Not Set		-	1 🌐		Not Set			-	We	ighed Item 📼
Not Set		-	1 🌐		Not Set			-	Tare Weight	0.000
Not Set		-	1 🚍		Not Set			-	Always Print S	icale Label
Not Set		-	1 🕀 🥜		Not Set			-	F	rint Ticket 🖂
Not Set		-	1 🕀 🥐	rompt Setup	Not Set			-	Generate GS	1 Barcode 🖂
		Printe	Opa 🗐	Question: No	t Set			-	GS1 Code	• 0 🚊
		Order Print	er 3 🖂	Function:			N	lodify	Expiry Days	i: 0 🊔
		Order Print	er 4 🕅 er 5 🕅	Dry Cleanir	ng Product	Piece	es 0 🔨	Ad	d Days to Membership	: 0
			Kv 🔳	Menu O	ptions				Always Prompt	for Price?
	Print Red C	On Order Prin	nter 🖂	Caption:					Nega	ative PLU? 🖂
OP Text:				Exclude	Back C	olour	Text Colour	- -	Disabl	e Discount 🗖
First Item	Previo	n Nex	t Item	Last Item	Keyboard	On	Ć	Delet Item	e 📑 Save Details	

Then choose create new prompt

:	Orde	r Prompts		▼ Keyboard		Create a New Order Prompt
	ld		Name			Menu
	8	Tost			Î	
	U C	rest				
					-	Exit

Now enter all the prompt choices.

	der Prom	pts				Show in	n Sub Me	nus 🗆		
ld 10	P	lame	Steak Cookin	g						
Option	Price		Option	Price		Option	Price		Option	Price
1 Rare	0.00	11		0.00	21		0.00	31		0.00
² Medium Rare	0.00	12		0.00	22		0.00	32		0.00
³ Medium	0.00	13		0.00	23		0.00	33		0.00
⁴ Medium Well	0.00	14		0.00	24		0.00	34		0.00
⁵ Well Done	0.00	15		0.00	25		0.00	35		0.00
6	0.00	16		0.00	26		0.00	36		0.00
7	0.00	17		0.00	27		0.00	37		0.00
8	0.00	18		0.00	28		0.00	38		0.00
9	0.00	19		0.00	29		0.00	39		0.00
10	0.00	20		0.00	30		0.00	40		0.00
Applicable	Price Lev	els								
Price Level 1	Price	e Level (6 🔽							
Price Level 2	Price	e Level i	7 🔽							
Price Level 3	Price	e Level i	B 🔽							
Price Level 4	Pric	e Level	9 🔽	Mar	ndato	ry Selection	3	Mo	difiers List 🗆	
Price Level 5	Price	Level	0			r				
Ke	eyboard Off						Delete		<u>S</u> ave Details	<u>C</u> ancel

You can choose also if this is a Mandatory Selection i.e. the operator must choose one to proceed. Or if it as a modifiers list i.e.(with or without toppings)

Once you are done hit save and you have created your order prompt.

Assign Order Prompt

Firstly Load the item you want to assign order prompts to. Click on POS Settings.

ld	071			Su	pplier Code:			Copy		Print Barcodes	Quick Shelf Label
Name	8oz F	UMP			Ad	ditional Name		<u></u>		Syn	c From Hq 🗹
Depar	tment	Grill			✓ List	New					
Su	pplier				- List	New					
		Style Code			Color	Ir 🗌		.ist Setup	Size		
Vat	Detail	^{s:} 1 • V	'at @ 20	2	0.00		Use Sub M	lenus 🗖	Shelf La	ibel 🗌 Kit 🗌 Se	II Online
Pric	es	Stock Settings	POS Settin	gs Note Alerg	Graphics	Sub Menus	Barcodes Su	ppliers D	eals	Sales History Attributes	
Orde	r Pron	pts	h	fax Qty	Group Select	Price Shift	5			Disab	le Product 🖂
Not	Set		-	1 🌻		Not Set			-	Co	ourse Item 🔳
Not	Set		-	1 🚔		Not Set			-	In	dicate Vat 🖂
Not	Set		•	1 🚔		Not Set			•	Wei	ghed Item 🖂
Not	Set		-	1 🖨		Not Set			-	Taxa Mainha	0.000
Not	Set		-	1 🕀		Not Set			-	Always Brint S	iale Label 🖂
Not	Set		-	1 🕀		Not Set			•	P	rint Ticket
Not	Set		•	1 🌲	Prompt Setup	Not Set			•	Generate GS	1 Barcode 🖂
				Opa 🗆	Question:	lot Set			-	GS1 Code	0
			Order	Printer B 🗆 Printer 3 🖻	Function:			M	odify	Expiry Days	0
			Order	Printer 4	Dry Clea	ning Product	Pieces	0 💉	Add	Days to Membership:	0
			Order	Kv 🗆	Menu	Options				Always Prompt	for Price?
		Print Red C	n Orde	er Printer 🕅	Captio	n:				Nega	tive PLU?
OP TO	ext:				Exclu	de 🗐 🛛 Back C	olour	Text Colour		Disable	Discount
Firs	t Item	Previo	ous 1	Next Item	Last Iten	n Keyboard	On	Ê	Delete Item	Details	

In the order prompt drop down select the order prompt you wish to assign to this item. Select the Maximum Number you wish to be chosen for each option.

Click Save and now this item has the modifier.

When the server sells the item they will be presented with a screen like the below:

8oz RUM	- Steak	Cooking, 1 Op	tions Allowed	
Rare				
Medium Rare				
Medium				
Medium Well				
Well Done				
		Cancel Item	Skip	Select

Sub Menus

Sub Menus are more powerful than order prompts; they can have prices and the quantity of selections can be controlled.

You can link either a department menu or a POS Menu

Up Selling

Firstly load the item you wish to apply up selling to, Check the use sub menus box and click on sub menus.

ld	071			Su	pplier Code:			Co	у		Print Barcodes	Quick Shelf Label
Name	8oz F	RUMP			Add	itional Name					Syı	nc From Hq 🗹
Depar	tment	Grill			▼ List N	ew						
Su	pplier				▼ List N	ew						
		Style Cod	ie		Colour			List Setup	Size			
Vat	Detail	^{s:} 1 •	Vat @ 2	20% 20	0.00	\frown	Use Sul	Menus 🗷	Shelf I	_abel 🕅	Kit 🔳 S	ell Online 📃
Pric	es	Stock Settings	PO Setti	S Note: Alerg	s & Graphics	Sub Menus	Barcodes	Suppliers	Deals	Sales History	Attributes]
Orde	r Pron	ipts		Max Qty	Group Select	Price Shift	<u>s</u>				Disat	le Product 🗐
Not	Set		-	1 🊔		Not Set			-		c	ourse Item 🖂
Not	Set		-	1 🍨		Not Set			•		1	ndicate Vat 🖂
Not	Set		-	1 🗧		Not Set			-		We	ighed Item 🗔
Not	Set		-	1 🕀		Not Set			-	-		0.000
Not	Set		-	1 🌻		Not Set			-	ia AL	re weight	
Not	Set		-	1 🌻		Not Set			•	~	ways Frinca F	Print Ticket
Not	Set		-	1 🍨	Prompt Setup	Not Set			-	G	enerate GS	1 Barcode
			Linnid	Opa 🗌	Question: N	nt Set					GS1 Cod	e 0 🛋
				Printer B	Eunction:				Modify		Expine Dave	
			Orde	r Printer 3 📃	Tunction.				wouny		Expiry Days	
			Orde	r Printer 4 🗌	Dry Clean	ing Product	Pieces	0 -	Ad	d Days to I	/lembership	»: 0 🌲
				Kv 📃	Menu C	ptions				Alv	ays Promp	for Price?
		Print Red	d On Ord	ler Printer 🕅	Caption	•					Neg	ative PLU? 🕅
OP T	ext:				Exclud	le 🔲 🛛 Back C	olour	Text Colo	ur		Disabl	e Discount 🖂
		Prev	vious em	Next Item	1	Keyboard	On	٢	Delet	e 🔚	<u>S</u> ave Details	X Cancel

This will load the below screen. In which you need to name your sub menu and then click on department to link those times.

🄀 Sub Menu Setup								*
			Append Cost and S	ales Price of Items	s Sold in S	Sub Menus t	o Base P	roduct?
	Name	Price Bands	Function		Max	Min		
Grill Sides				Default 📃	0	0 🚔	Menu	Department
				Default 🗐	0	0 🛓	Menu	Department
				Default 🔳	0	0 🗎	Menu	Department
				Default 🗌	0	0	Menu	Department
				Default 🕅	0	0 🖨	Menu	Department
				Default 🕅	0 🛓	0	Menu	Department
				Default 🗖	0	0 📮	Menu	Department
				Default 🗐	0 🚊	0 📮	Menu	Department
	Keyboard Off	POS Menu Set	up		Cance	l Changes		Save

You have two ways to display the cost to the customer if you leave "Append cost and sales price of Items Sold in sub menus to base product?" unticked the customer bill will look like this:



Whereas if you tick "Append cost and sales price of Items Sold in sub menus to base product?" the customer bill will look like this:



Once you have completed this selection hit save.

Now when a clerk sells the item they are presented with the below screen.

8oz RUMP			Description	
	Grill Sides			
Onion Rings	Grilled Tomato	Peppercorn Sauce		
Red Wine Sauce				
1 2 3 4	5 6 7 8	9 <<< >>>		
Grill Sides			Previous	Next
			Cancel Item	Finish

Offer Limited Free Sides

Firstly, you need to add a second price band to the side dished to sell them at zero price.

Repeat this for every item as required

ld	072			Supp	lier Code:			Cop	у	Print Barcodes	Quick Shelf Label
Name	Onio	n Rings				Additional Name	•			Sy	nc From Hq 🗹
Depart	tment	Grill Sides			- List	New					
Sup	pplier				▼ List	New					
		Style Code	•		Col	our		List Setup	Size		
Vat	Detail	s:1 ▼	Vat @ 20%	20.0	0		Use Su	b Menus 🗖	Shelf Lab	el 🗌 🛛 Kit 🗖 S	ell Online
Pric	es	Stock Settings	POS Settings	Notes 8 Alergen	Graphi	cs Sub:Menus	Barcodes	Suppliers	Deals H	Sales istory Attributes	
	C	ase Quanti	ty	Case	Cost	Unit Cost	Average Co	ost Unit	Qty	Qty Name	
Open		-	1.000	0	0.00	0.0000		0.00	0.0000		
F	Price I	Band		Quantity		Price	Exc. Price	Profit	% Margin	Barcode	Up
P	rice B	and 1	EAC		1.0000	1.50	1.25	1.25	100.0	0	
P	rice B	and 2	EAC		1.0000	0.00	0.00	0.00	0.0	0	
Р	rice B	and 3	Not S	et 🔻							
P	rice B	and 4	Not S	et 💌							
P	rice B	and 5	Not S	et 🔻							
P	rice B	and 6	Not S	et 🔻							
P	rice B	and 7	Not S	et 🔻							
P	rice B	and 8	Not S	et 🔻							
P	rice B	and 9	Not S	et 💌							
Pr	rice Ba	and 10	Not S	et 🔻							
Lo	oyalty	Settings:	Issue P	oints with S	ale Total 🗵	Bonus Po	oints:	0			
		Previ	ious m	Next Item		Keyboar	rd On	(Delete Item	Details	<u>X</u> Cancel

Now open the item you want to link the sub menu to. Check the use sub menus box and click on sub menus.

ld 071			Supp	olier Code:			Copy		Ва	Print arcodes	Quick Shelf Label
Name 8oz F	RUMP		_	Addi	tional Name					Syne	From Hq 🗹
Department	Grill			▼ List Ne	ew						
Supplier				List Ne	ew						
	Style Code	•		Colour			List Setup	Size			
Vat Detail	^{ls:} 1 🔹	Vat @ 20%	20.0	00	\frown	Use Sub	Menus 🗹	Shelf L	_abel 📃 🛛 K	(it 🔳 Se	l Online 🗖
Prices	Stock Settings	POS Settings	Notes & Alergen	Graphics	Sub Menus	Barcodes	Suppliers	eals	Sales History	ttributes	
Order Pron	npts	Max G	ty G	Group Select 🔳	Price Shift	s				Disabl	e Product 🔳
Not Set		•	1 🌻		Not Set			-		Co	urse Item 🔳
Not Set		•	1 🌲		Not Set			-		In	dicate Vat 🔳
Not Set		•	1 🌲		Not Set			-		Wei	ghed Item 🔳
Not Set		•	1 🌲		Not Set			-	Tare	Waight	0.000 🛋
Not Set		•	1 🌲		Not Set			-	Alway	e Print S	lede Lele
Not Set		•	1]	Not Set			-	Aimay	Pr	int Ticket 🗌
Not Set		•	1 🌲 🖡	Prompt Setup	Not Set			-	Gen	erate GS1	Barcode 🔳
			Opa 🔳	Question: No	t Set			-	G	3S1 Code	0 🔺
		Print	er B 📃	Eunction:			M	odify	Ex	niry Davs:	
		Order Print	ter 3			-		ouny		ony Days.	
		Order Prin	ter 5 🗌	Dry Cleani	ng Product	Pieces	U	Ad	d Days to Men	nbership:	0
			Kv 📃	Menu O	ptions				Always	s Prompt f	or Price? 🗖
	Print Red	On Order Pri	nter 📃	Caption:						Negat	ive PLU? 🗖
OP Text:				Exclude	e 🗆 🛛 Back C	olour	Text Colour			Disable	Discount 🔳
	Previ Iter	ous m Ne	xt Item		Keyboard	On	Ê	Delet Item	e 📑 Sa Det	ıve tails	X Cancel

This loads the below screen. give the Menu a name and choose the relevant department by clicking department.

🏽 Sub Menu Setup	0							×
			Append Cost and Sa	ales Price of Item	s Sold in S	Sub Menus to	b Base Pr	roduct?
	Name	Price Bands	Function		Мах	Min		\frown
Grill Sides				Default 🗐	0 🛓	0 主	Menu	Department
				Default 🔳	0	0 🚊	Menu	Department
				Default 🔳	0	0 主	Menu	Department
				Default 🔲	0	0	Menu	Department
				Default	0	0	Menu	Department
				Default	0	0 🚊	Menu	Department
				Default	0	0 主	Menu	Department
				Default	0	0 🚔	Menu	Department
	Keyboard Off	POS Menu Set	up		Cance	l Changes		Save

Change the Max to the number of sides you wish to give for free. and add the text "/IB2" To sell this item at zero cost, if you used a different price level that is fine just substitute the 2 for the price level you used at the start of this guide.

🏽 Sub Menu Setup							×
		Append Cost and S	ales Price of Items S	Sold in S	ub Menus to	Base P	roduct?
Name	Price Bands	Function	Ma	ax	Min		
Grill Sides		13*D/IB2	Default	1	0 🔹	Menu	Department
			Default 🔲	0 💂	0 🛉	Menu	Department
			Default 🔲	0 🌲	0 🛓	Menu	Department
			Default 🗖	0 🌲	0 🛉	Menu	Department
			Default 📃	0 🛓	0	Menu	Department
			Default 🗐	0 🛓	0	Menu	Department
			Default 🔳	0 🛓	0	Menu	Department
			Default 🗌	0 🛓	0	Menu	Department
Keyboard Off	POS Menu Se	etup		Cancel	Changes		Save

Click Save.

Now when the clerk sells this item they are presented the below screen.

8oz RUMP			Description	
	Crill Sideo		8oz RUMP	
	Grill Sides	[well Done	
Onion Rings	Grilled Tomato	Peppercorn Sauce		
Red Wine Sauce				
		<<< >>>		
Grill Sides			Previous	Next
			Cancel Item	Finish

The one signifies they are allowed to choose one item from the choices.