

[Click to begin](#)



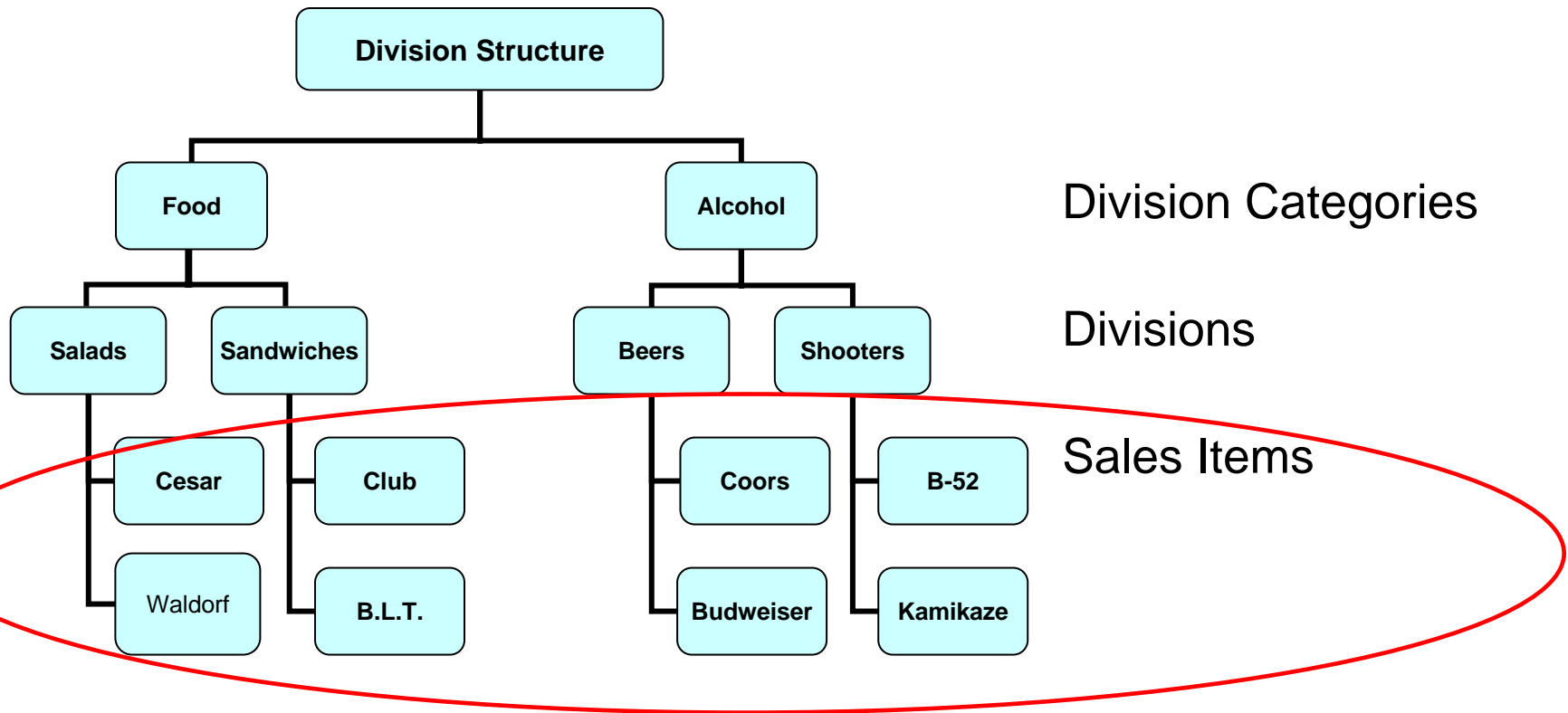
Maitre'D®

2005 Setup Guidelines

Items Setup

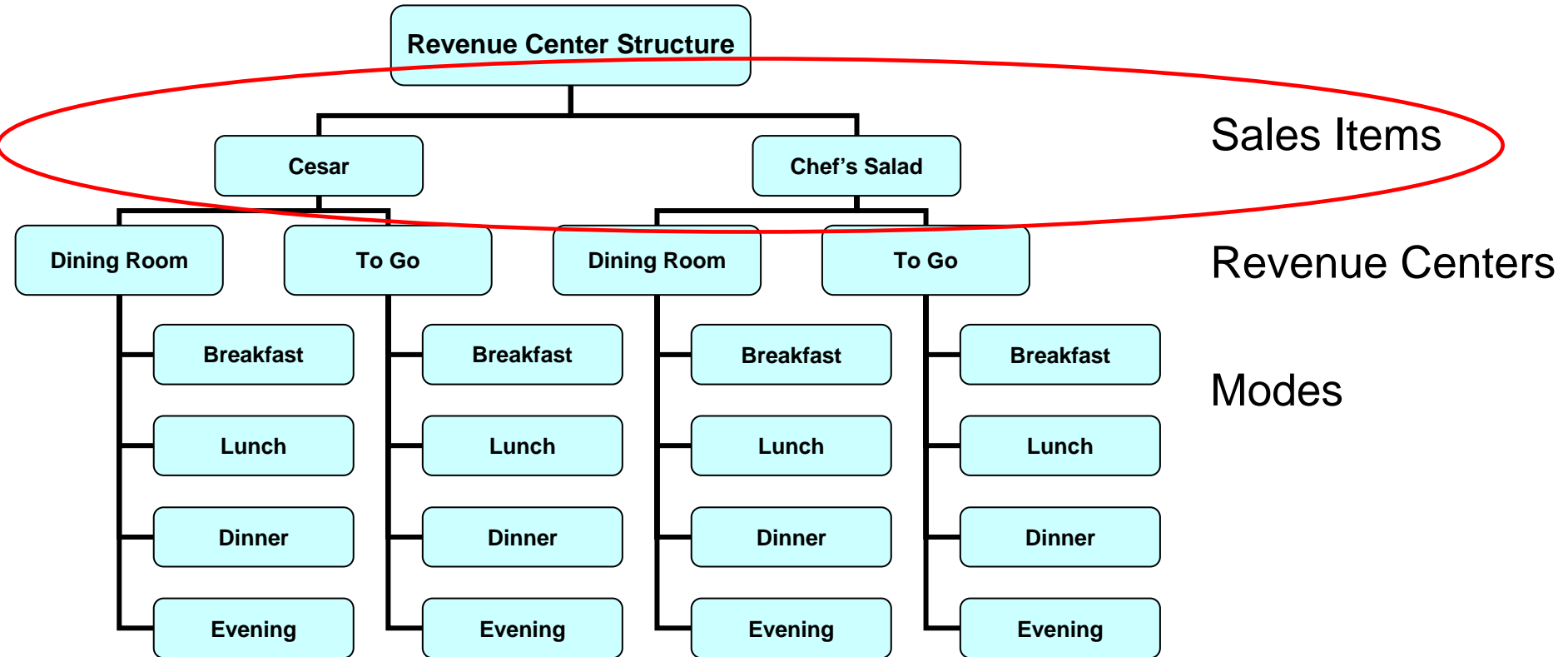


Sales Items are the very basis of the Division structure.





Sales Items are also the core of the Revenue Center structure.

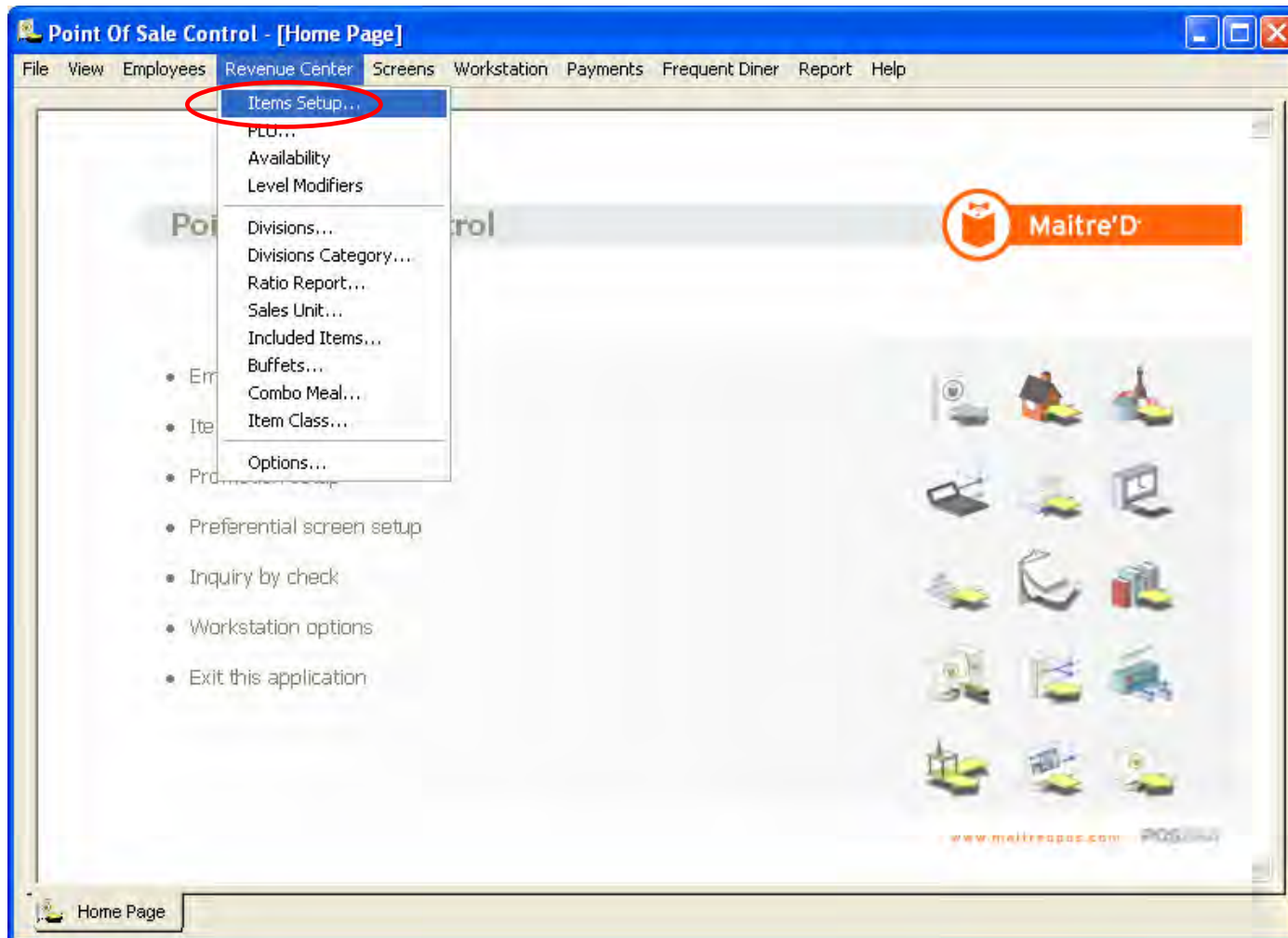




Items Setup

Click to continue

In the P.O.S. Control module, click on Revenue Center, then click on Items Setup.





Items Setup

Click to continue

Click on ADD.

Sales Items [?] [X]

Search

Group by

Filter

- All Revenue Centers
- All Divisions
- All Functions

Item	PLU	Division	Function	Id
+ DAILY SOUP		APPETIZERS	Revenue	008305

Modify

Add

Remove

Duplicate

Close



Items Setup

[Click to continue](#)

Enter the **Regular** name of the Sales Item that will appear in the Report Center module, the order screen, order printers and/or the checks.

Enter an **Alternate** form of the Sales Item's name that can be used on the order screen, the order printers and/or the checks if needed. Commonly this would be an abbreviated version.

Click on Function.

The screenshot shows the 'Item' configuration window. On the left, a tree view shows the following structure:

- Item
 - Function
 - Options
 - Links
 - Counter
 - Configuration

The main content area is titled 'Item' and contains a 'Description' label above a large text area. Below this, there are two text input fields:

- Regular**: Contains the text 'GARLIC SNAILS'. This field is circled in red.
- Alternate**: An empty text input field.

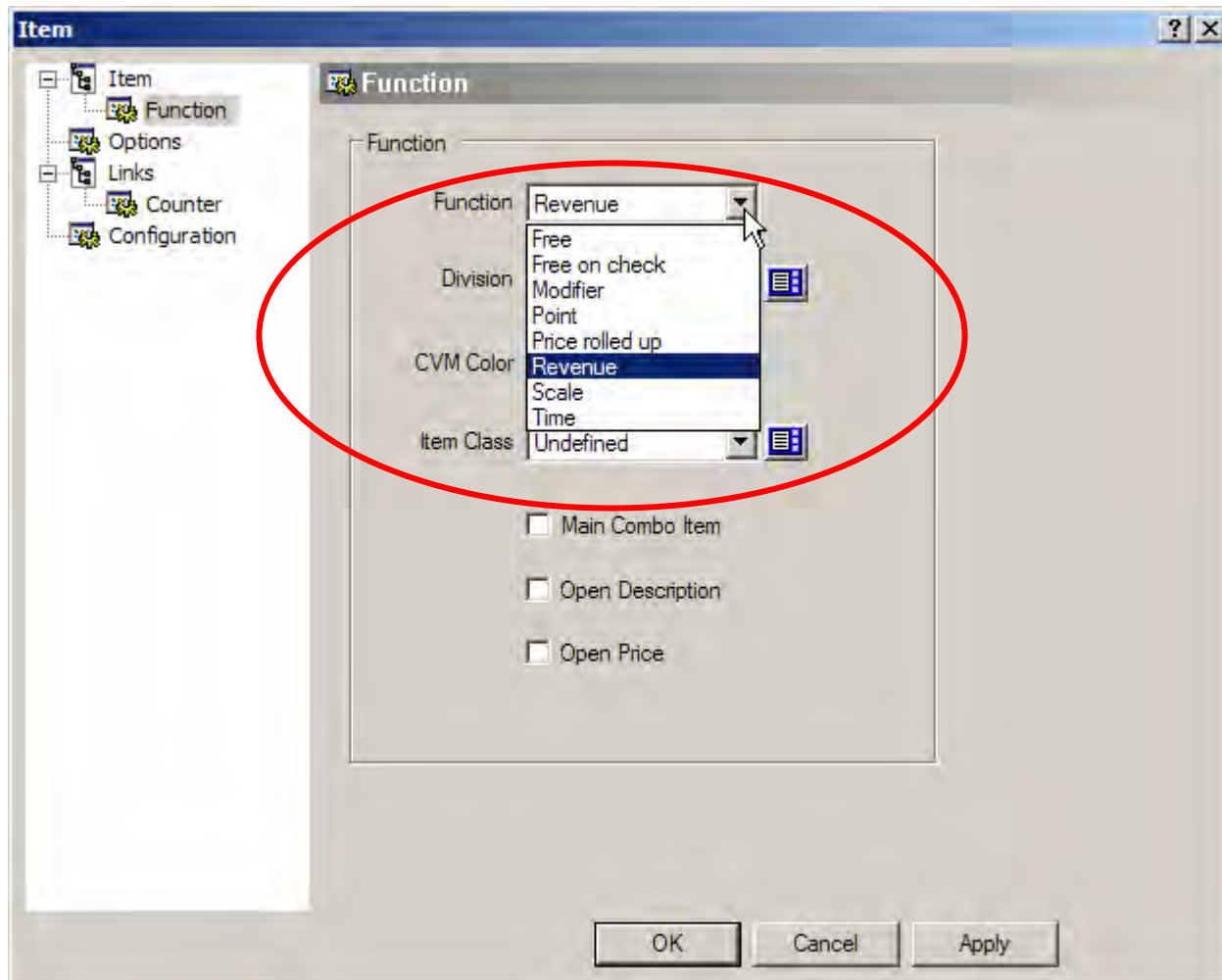
At the bottom of the window, there are three buttons: 'OK', 'Cancel', and 'Apply'.



Items Setup

[Click to continue](#)

The Function dropdown list determines the basic behavior of an Item.





- Select the **Revenue** function for most regular sales items.
- Select the **Free or Free On Check** function for zero priced and/or included items.
- Select the **Modifier** function for remarks that are free or chargeable, will print in red on remote printers and will appear on the check with their price.
- Select the **Price Rolled Up** function for modifiers that will appear with no price on the check, but their price will be included with the preceding Revenue item.
- Select the **Scale** function for weighted sales items, such as lobster, for example.
- Select the **Timed** function for items that are timed, such as pool tables for example.

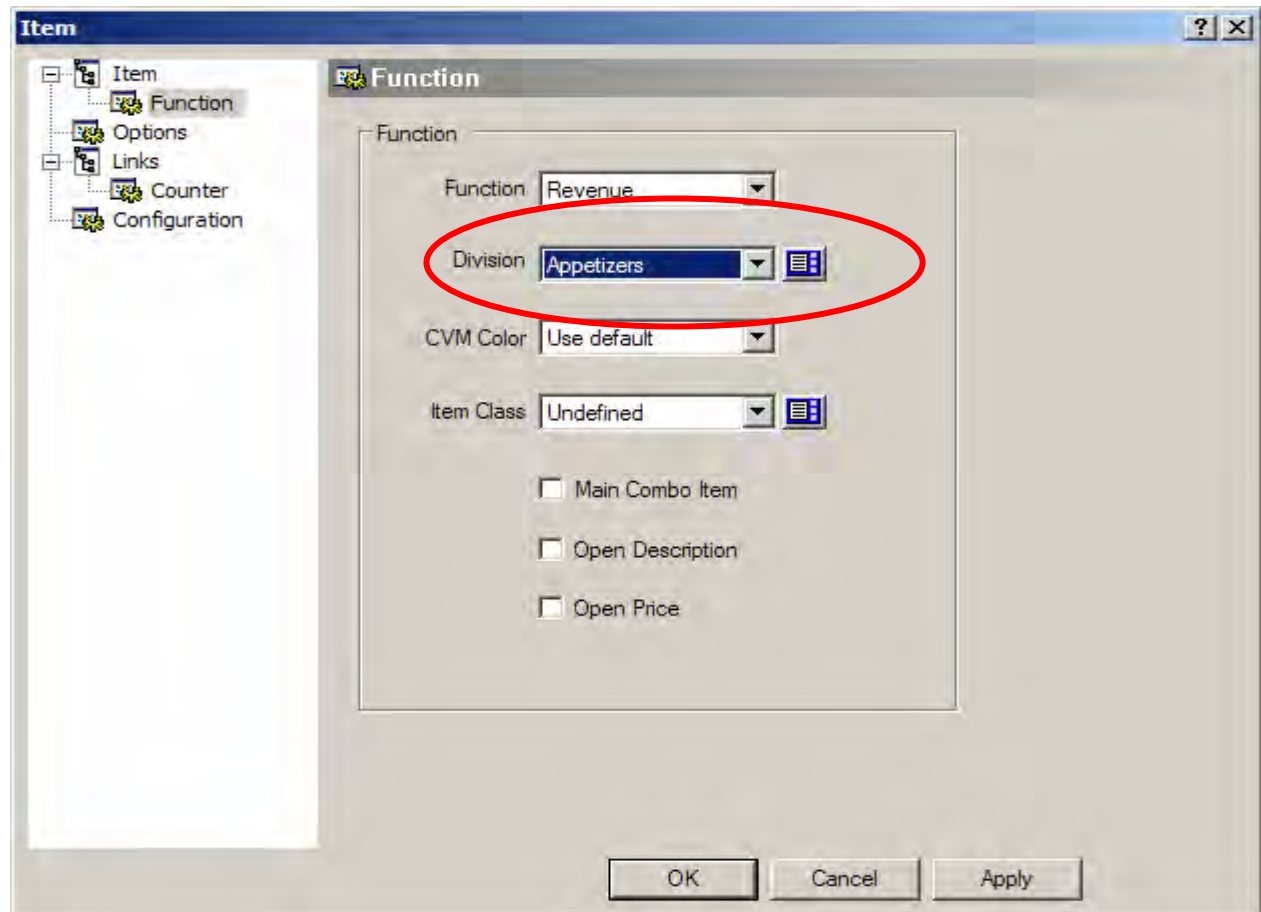
Items Setup

Click to continue

Select the **Division** this item belongs to.

Select the **Item Class** this item belongs to.

Click on Options.



The screenshot shows the 'Item' dialog box with the 'Function' tab selected. The left pane shows a tree view with 'Item' expanded, containing 'Function', 'Options', 'Links', 'Counter', and 'Configuration'. The right pane, titled 'Function', contains the following fields:

- Function: Revenue
- Division: **Appetizers** (highlighted with a red circle)
- CVM Color: Use default
- Item Class: Undefined

Below these fields are three unchecked checkboxes:

- Main Combo Item
- Open Description
- Open Price

At the bottom of the dialog are three buttons: OK, Cancel, and Apply.



Items Setup

[Click to continue](#)

Enable the **In report** option to include this item in the Sales by Items report of the Report Center.

Enable the **Available** option to allow the sale of this item from the workstation.

Enter the **Number of Meals** this sales item counts as when sold.

This number can be used instead of the customer count on a variety of reports at the POS & Report Center.

Note: For example: 0 meal for a drink, 1 meal for a steak, or 2 meals for a large pizza.

The screenshot shows the 'Item Options' dialog box. On the left is a tree view with 'Options' selected. The main area is divided into 'Options' and 'Others' sections. In the 'Options' section, the 'In report' and 'Available' checkboxes are checked and circled in red, while 'Evaluation sheet' is unchecked. In the 'Others' section, the 'No. meals' input field is set to 0 and circled in red. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.



Items Setup

[Click to continue](#)

The top area is used to link a sales item to a **Buffet**, a **Price Look Up** number or a **Bar Code ID**.

The **Upsize** area is used to link a sales item to similar items in other sizes.

Click on Counter.

The screenshot shows the 'Item' dialog box with the following fields and options:

- Links Section:**
 - Buffet: Undefined (dropdown menu)
 - PLU number: Undefined (dropdown menu)
 - Bar Code ID: (text input field)
 - External code: 0 (text input field)
- Upsize Section:**

Item #	Value	Action
#1	Undefined	Select
#2	Undefined	Select
#3	Undefined	Select
#4	Undefined	Select
#5	Undefined	Select
#6	Undefined	Select
#7	Undefined	Select
#8	Undefined	Select
#9	Undefined	Select
#10	Undefined	Select
- Left-hand Tree View:**
 - Item
 - Function
 - Options
 - Links (Selected)
 - Counter
 - Configuration

Buttons at the bottom: OK, Cancel, Apply.



Items Setup

[Click to continue](#)

The **Countdown** area is used to link a sales item to a daily special for availability.

The **Sales Unit** area is used to link a sales item to up to 10 Sales Units that are used to count items used, compared to an electronic bar system meter.

Click on Configuration.

Item

- Item
 - Function
 - Options
 - Links
 - Counter**
 - Configuration

Counter

Countdown

Value:

Reset at end of day

Sale unit

	Sale unit	Multiplier
#1	Undefined	0
#2	Undefined	0
#3	Undefined	0
#4	Undefined	0
#5	Undefined	0
#6	Undefined	0
#7	Undefined	0
#8	Undefined	0
#9	Undefined	0
#10	Undefined	0

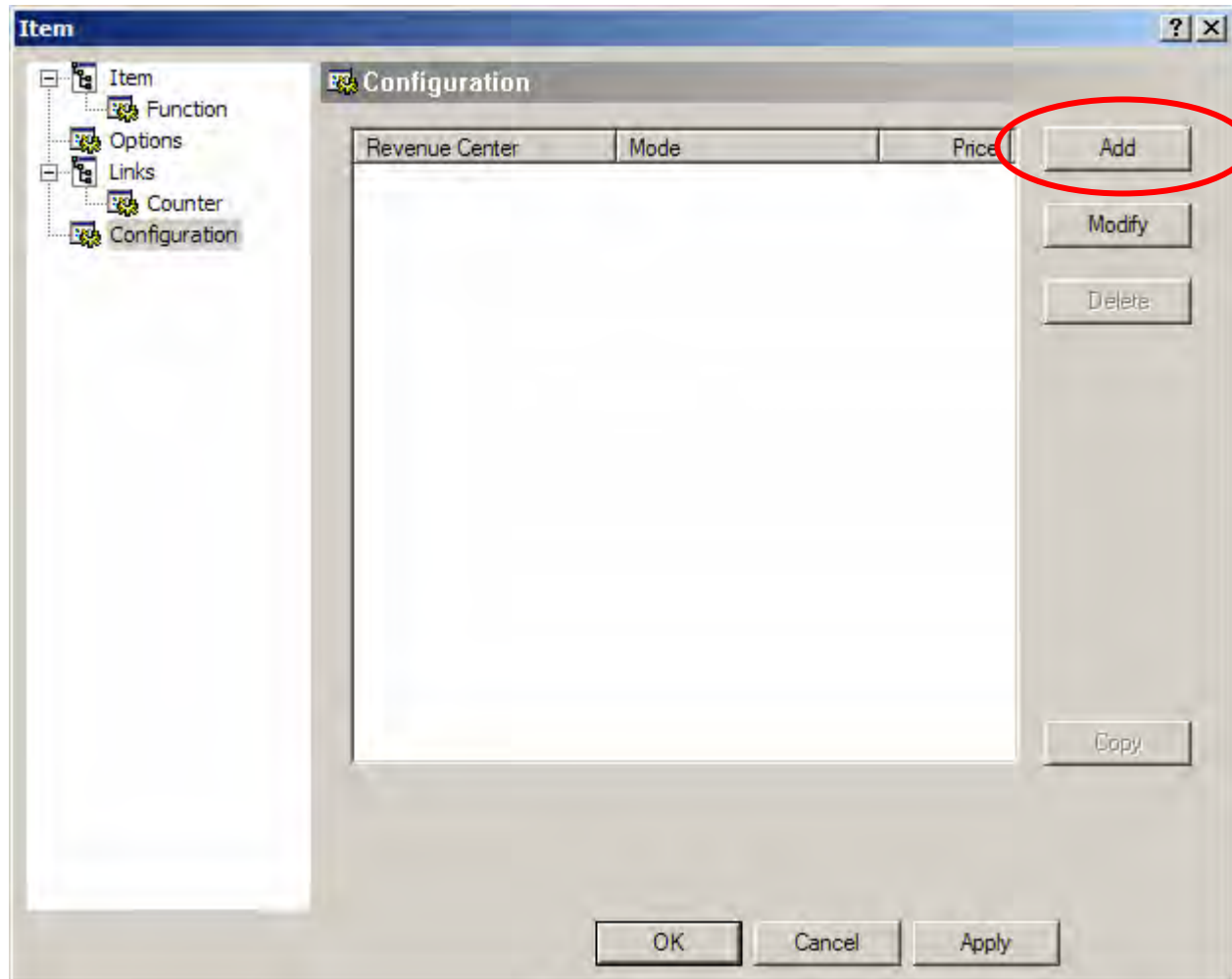
OK Cancel Apply

Items Setup

[Click to continue](#)

The Configuration branch is used to define Items' options that can change between different Revenue Centers and Modes, such as the price.

Click on ADD.





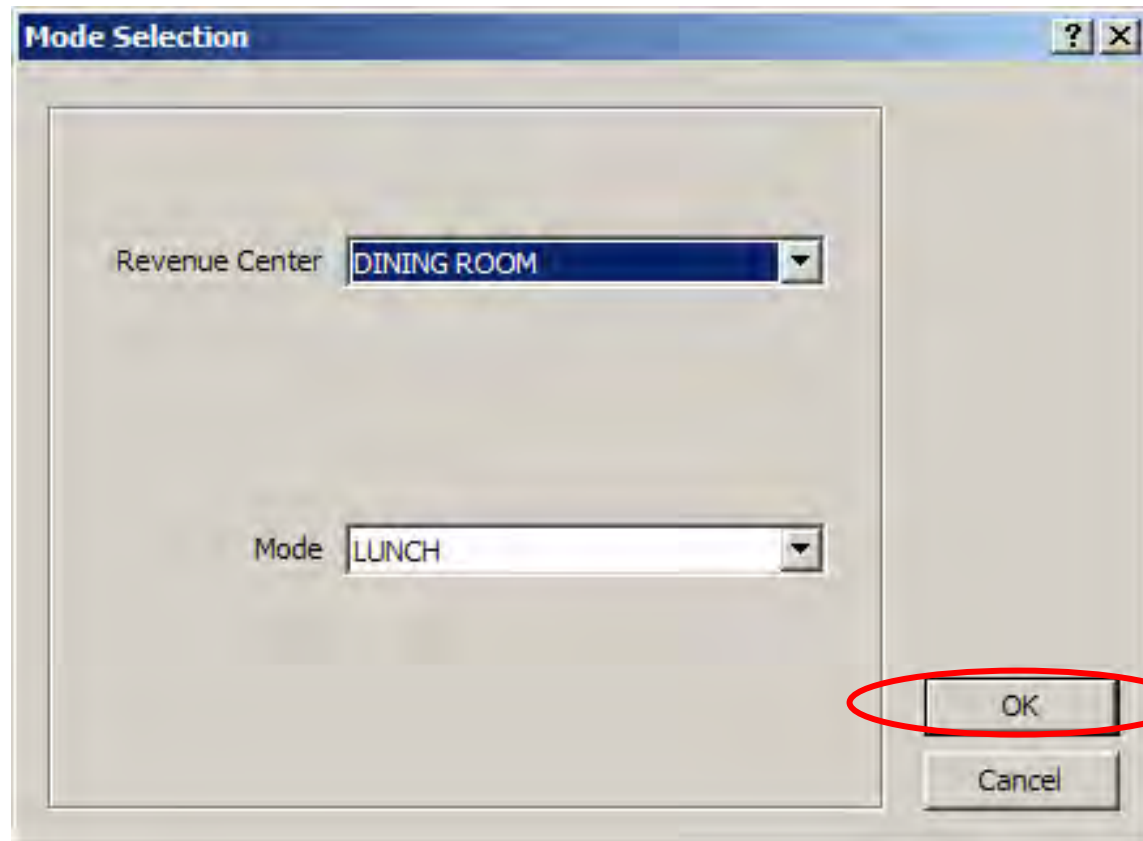
Items Setup

Click to continue

Select the **Revenue Center**.

Select the **Mode**.

Click on OK.



The image shows a 'Mode Selection' dialog box with a blue title bar. It contains two dropdown menus: 'Revenue Center' set to 'DINING ROOM' and 'Mode' set to 'LUNCH'. The 'OK' button is circled in red, and the 'Cancel' button is located below it.

Field	Value
Revenue Center	DINING ROOM
Mode	LUNCH



Items Setup

[Click to continue](#)

Enter the **Price** of the Sales Item.

You could also set a different special price during a particular **Mode**, such as Happy Hour.

You can put in a **Cost** amount that can be adjusted with or without the Inventory Module. Nb in order to input this cost manually you need to enable it under POS Control - View/Options

The screenshot shows the 'Item Configuration - (Lunch)' dialog box with the 'Price and Cost' tab selected. The 'Price' field is highlighted with a red circle. The 'Revenue Center' is set to 'DINING ROOM' and the 'Mode' is 'LUNCH'. The 'Price' is 5.00, 'Cost' is \$ 0.00, '% Cost' is 0.00, and 'Profit' is \$ 5.00. The 'Special mode' is 0.00 and 'Surcharge' is \$ 0.00. The 'Point value' is empty. The 'OK', 'Cancel', and 'Apply' buttons are at the bottom.

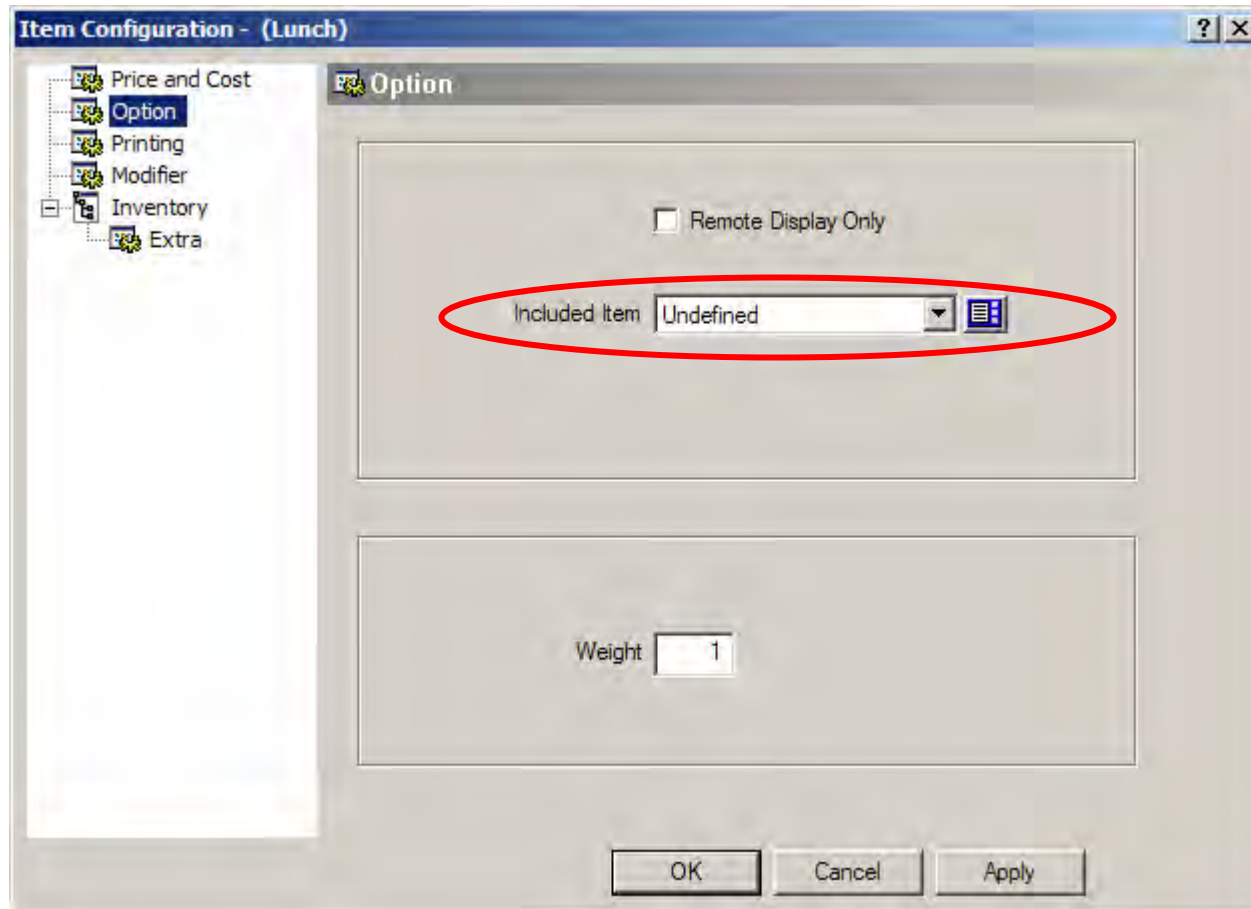
Field	Value
Revenue Center	DINING ROOM
Mode	LUNCH
Price	5.00
Cost	\$ 0.00
% Cost	0.00
Profit	\$ 5.00
Special mode	0.00
Surcharge	\$ 0.00
Point value	



Items Setup

[Click to continue](#)

Select an **Included Item** from a list of free items that is included when ordering this item.
Click on Printing.



Items Setup

Click to continue

Select the **Logical Printer** where this item will be sent.
Normally enlarged is ticked.

You could send the same item towards up to 5 different logical printers.

The **Priority** can be used to specify the sequence in which items print out on orders.

Click on Modifier.

The screenshot shows the 'Item Configuration - (Lunch)' dialog box with the 'Printing' tab selected. The left sidebar shows a tree view with 'Printing' highlighted. The main area contains five rows for printouts, each with a dropdown menu for the printer name and a checkbox for 'Enlarged'. The first row, 'Printout #1', has 'KITCHEN' selected in the dropdown and the 'Enlarged' checkbox checked. The other rows have 'Null' in the dropdown and the 'Enlarged' checkbox unchecked. At the bottom, there is a 'Priority' field with the value '0' and three buttons: 'OK', 'Cancel', and 'Apply'.

Printout #	Printer Name	Enlarged
Printout #1	KITCHEN	<input checked="" type="checkbox"/>
Printout #2	Null	<input type="checkbox"/>
Printout #3	Null	<input type="checkbox"/>
Printout #4	Null	<input type="checkbox"/>
Printout #5	Null	<input type="checkbox"/>

Priority: 0



Items Setup

[Click to continue](#)

The **Regular Modifier**, **Weight Modifier**, and **Level Modifier** are 3 different methods for calling remarks. We recommend selecting weighted modifier for each item as default whether they have a modifier attached.

Click on Inventory.

Item Configuration #2229 (798) - Garlic snails (Lunch)

- Price and Cost
- Option
- Printing
- Modifier**
- Inventory
- Extra

Modifier

Regular Modifier

Modifier #1 Undefined

Modifier #2 Undefined

Weight Modifier

Weight Mod. Undefined

Level modifiers

Level Mod. Undefined

OK Cancel Apply



Items Setup

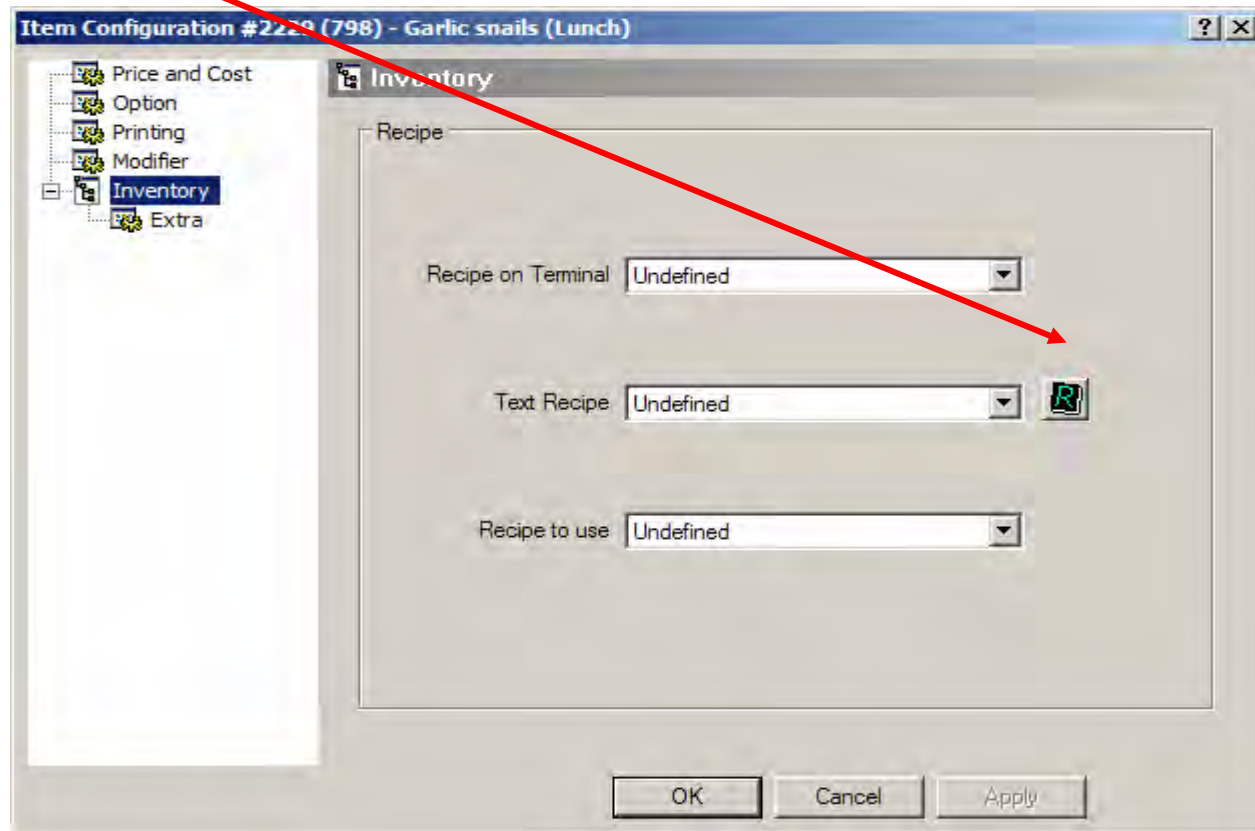
[Click to continue](#)

The **Recipe on Terminal** can be used to make a sales item recipe available at the POS, for example when teaching bartenders to prepare cocktails.

The **Text Recipe** allows to link that recipe to the sales item.

The **Recipe book** icon allows you to access an Editor to create or modify that text recipe.

The **Recipe to Use** is used with the inventory module

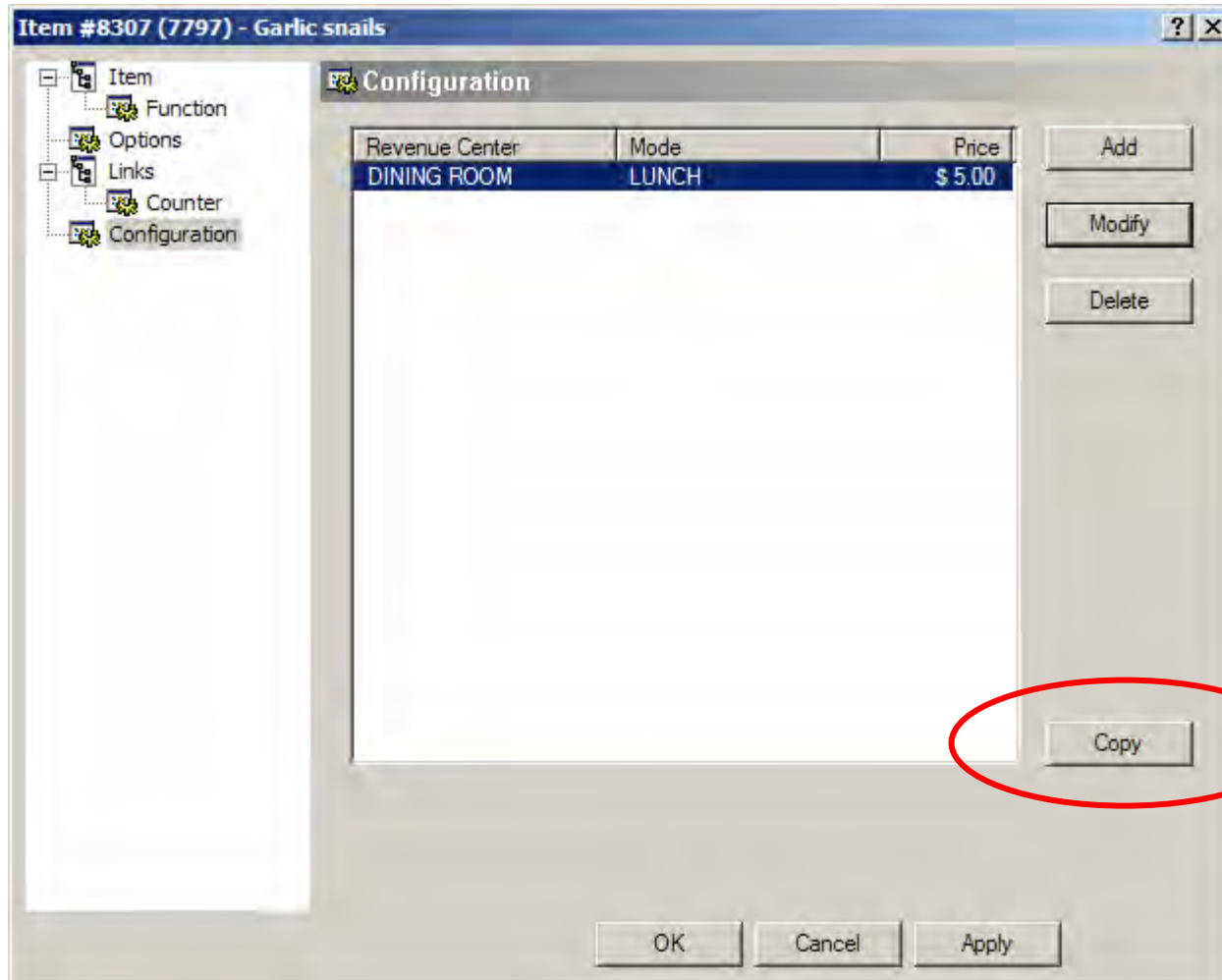




Items Setup

Click to continue

To duplicate this Configuration to other Revenue Centers and Modes, click on COPY.



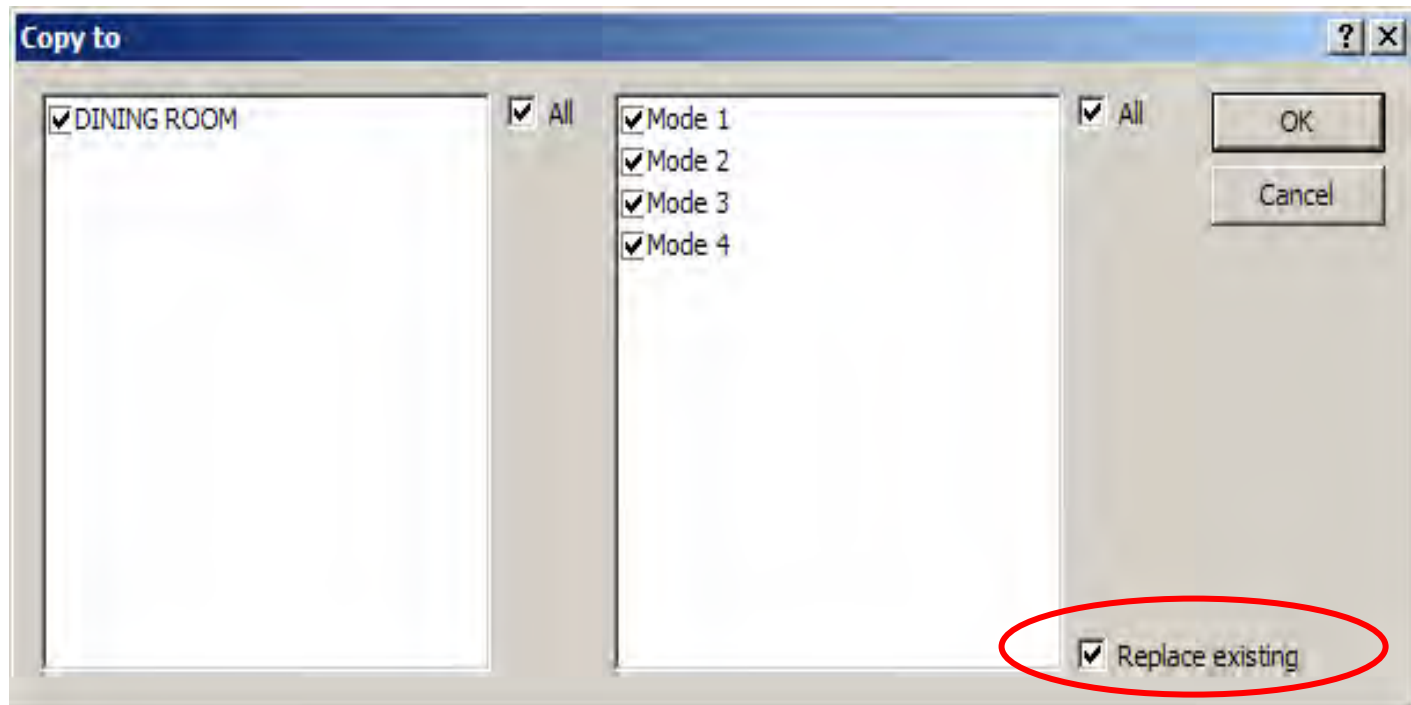


Items Setup

Click to continue

Select the Revenue Centers and Modes, or select ALL.

Click on OK.





Items Setup

Click to continue

Click on OK.

Item #8307 (7797) - Garlic snails

Configuration

Revenue Center	Mode	Price
DINING ROOM	LUNCH	\$ 5.00
DINING ROOM	HAPPY HOUR	\$ 5.00
DINING ROOM	DINNER	\$ 5.00

Buttons: Add, Modify, Delete, Copy, OK, Cancel, Apply



Items Setup

Click to continue

Click on CLOSE.

Sales Items [?] [X]

Search

Group by

Filter

- All Revenue Centers
- All Divisions
- All Functions

Item	PLU	Division	Function	Id
+ DAILY SOUP		APPETIZERS	Revenue	008305
+ GARLIC SNAILS		APPETIZERS	Revenue	008307

Modify

Add

Remove

Duplicate

Close



This concludes the “Items Setup” presentation.

We hope that this document helped you to understand the steps needed to setup sales items in Maitre'D.