

How-To Guide Configuring Allergens

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Introduction

The purpose of this guide is to show how to configure Allergens that will enable the user to carry out allergen-based functions in a restaurant.

Allergens are substances which cause an allergic reaction to individuals. In a restaurant, hospitality products are made with the use of various ingredients, and this poses a risk of individuals consuming ingredients which may cause allergic reactions.

This guide provides a foundational understanding of defining Allergens with images, configuring the Allergens to the specific hospitality products and then using them in the POS transactions of a restaurant.

Overview

All activities required to define and configure new Allergen is provided here.

This guide will cover the configuration for the following:

- Privilege configuration
- Image configuration
- Allergen configuration
- Product configuration
- POS functionality

Configuring products is covered in the **How to configure Hospitality Products** guide. Products should be configured before the configuration of Allergens in restaurants.

Prior Training / Experience

You should be familiar with the following:

- Estate Manager Configuration
- Data Broadcasting

Allergens Configuration

This section covers all the necessary configurations that need to be made in the Estate Manager in order to successfully use the options and capabilities of Allergens.

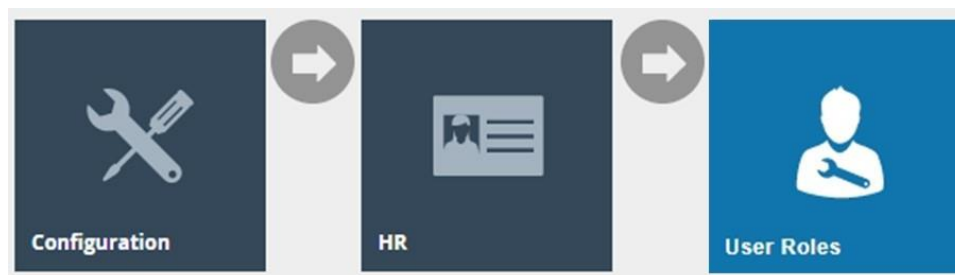
The privileges will first need to be enabled and then a new Allergen will be created using the Allergen Maintenance in the Estate Manager. Images which act as icons for the configured Allergens will be created and assigned, and finally the specific products will be configured to associate with the Allergens that have been created. All these configurations are then broadcasted to the POS device from the Estate Manager and the Allergen functions can then be used successfully.

User Roles Configuration

Specific Allergen-based privileges must be configured to access the Allergens functions in the Estate Manager. This section lists the privileges that are specific to Allergens.

Privileges should be enabled in the User Role Maintenance of the Estate Manager. The User Role Maintenance application can be accessed through:

Configuration -> HR -> User Roles



In the User Role Maintenance, select the **Edit** icon of the desired User to enable the privilege for.

Navigate to the **Authorised Functions tab** of that selected User and apply the following filters:

Application Package > RestaurantMaintenance

Process > Allergen Maintenance

User Role Maintenance

Save Cancel

You are editing user role ID: 'ADMINISTRATOR' for region 'All Regions'

General **Authorised Functions** Special Functions Report Functions

Application Package RestaurantMaintenance

Process Allergen Maintenance

Function ID Starts With

Function Name Starts With

Apply Filters Reset Filters

Package	Process	Function ID	Function Name
<input type="checkbox"/> RestaurantMaintenance	Allergen Maintenance	enactor.allergenMaintenance.Edit	Edit
<input type="checkbox"/> RestaurantMaintenance	Allergen Maintenance	enactor.allergenMaintenance.List	List
<input type="checkbox"/> RestaurantMaintenance	Allergen Maintenance	enactor.allergenMaintenance.New	New
<input type="checkbox"/> RestaurantMaintenance	Allergen Maintenance	enactor.allergenMaintenance.Remove	Remove
<input type="checkbox"/> RestaurantMaintenance	Allergen Maintenance	enactor.allergenMaintenance.Run	Run
<input type="checkbox"/> RestaurantMaintenance	Allergen Maintenance	enactor.allergenMaintenance.View	View

☒ Enable All Displayed Functions ☒ Disable All Displayed Functions

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This lists the privileges that are required to access functions of the Allergen Maintenance:

Package	Process	Function ID	Function Name
RestaurantMaintenance	Allergen Maintenance	enactor.allergenMaintenance.Edit	Edit
RestaurantMaintenance	Allergen Maintenance	enactor.allergenMaintenance.List	List
RestaurantMaintenance	Allergen Maintenance	enactor.allergenMaintenance.New	New
RestaurantMaintenance	Allergen Maintenance	enactor.allergenMaintenance.Remove	Remove
RestaurantMaintenance	Allergen Maintenance	enactor.allergenMaintenance.Run	Run
RestaurantMaintenance	Allergen Maintenance	enactor.allergenMaintenance.View	View

Ensure that the selected User has the required privileges enabled by ticking on the necessary functions that are listed.

Select **Save**.

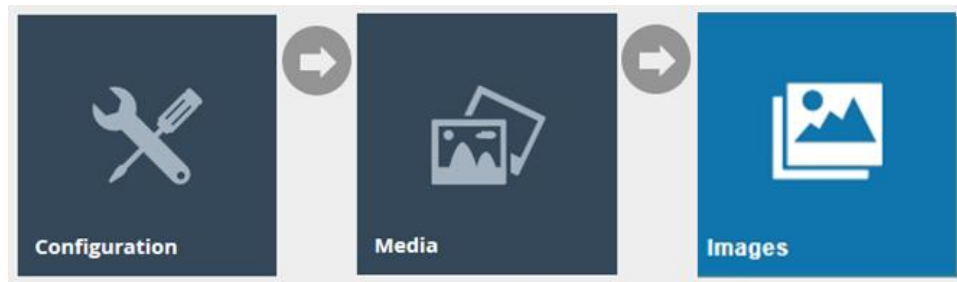
Now the user will be able to carry out all Allergen functions in the Estate Manager.

Create a new Allergen Image

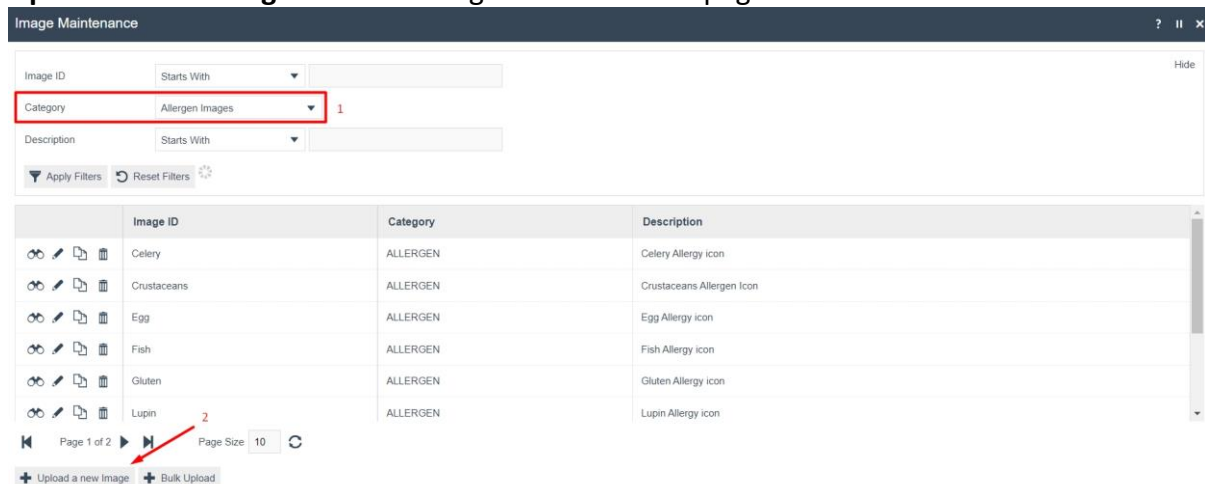
Image icons can be **optionally** added to display in the POS alongside the Allergens. Images have to first be created in the Image Maintenance and can then be selected for the specific Allergen at the time of configuring the Allergen.

To create a new Allergen Image follow the below steps:

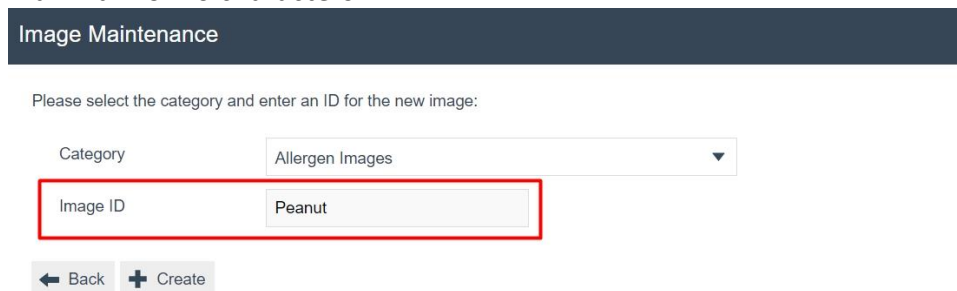
The Image Maintenance application can be accessed through:
Configuration -> Media -> Images



To create a new Allergen Image, Filter the Category as **Allergen Images** and then select **Upload a new Allergen** on the Allergen Maintenance page.



Enter a unique **Image ID** for this Allergen Image that can be alphanumeric and contain a maximum of 20 characters.



Select **Create**.

Image – General Tab

The General tab captures the basic information of the new Image.

The screenshot shows the 'Image Maintenance' window with the 'General' tab selected. The window title is 'Image Maintenance'. At the top, there are 'Save' and 'Cancel' buttons. Below them, a message states: 'You are editing Image ID 'Peanut' in Category 'Allergen Images''. The 'General' tab contains the following fields:

- Description***: A text input field containing 'Peanut Allergy icon'.
- Original Filename**: A text input field containing 'Peanuts_Allergy.jpg'.
- Size**: A text input field containing '2092'.
- Upload Image**: A button with an upload icon and the text 'Upload Image'.
- Preview**: A placeholder area showing a small circular icon of a peanut.

A red rectangle highlights the 'Description', 'Original Filename', 'Size', and 'Upload Image' fields. At the bottom left, a small red asterisk indicates that the 'Description' field is mandatory.

Set the appropriate values on the **General** tab as follows:

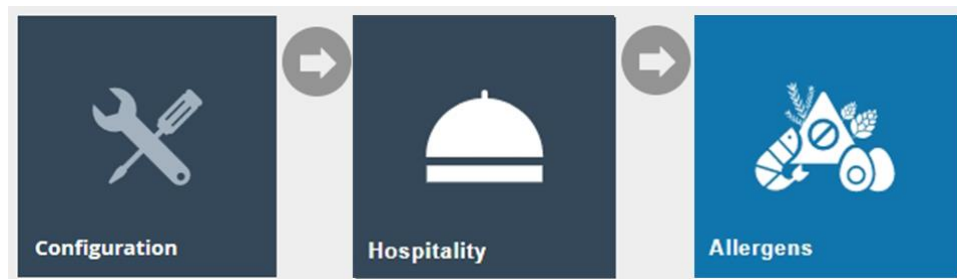
Configuration	Description
Description	Enter a user-friendly, meaningful name for the Image by which Users may recognise and select the Image in other configurations. This can be alphanumeric with a maximum of 40 characters.
	Select the locale in the second field from a dropdown list of all configured locales.
Original Filename	Alphanumeric; maximum 100 characters. If the filename is not known (i.e., this field left blank) and the User selects Upload Image, the User will have the option of browsing to the required file's location.
Size	This is read-only at this point. The value is automatically populated when the image is uploaded.
Upload Image	Select this to initiate the upload of the image.
Preview	The uploaded image is shown here as a preview.

Select **Save**.

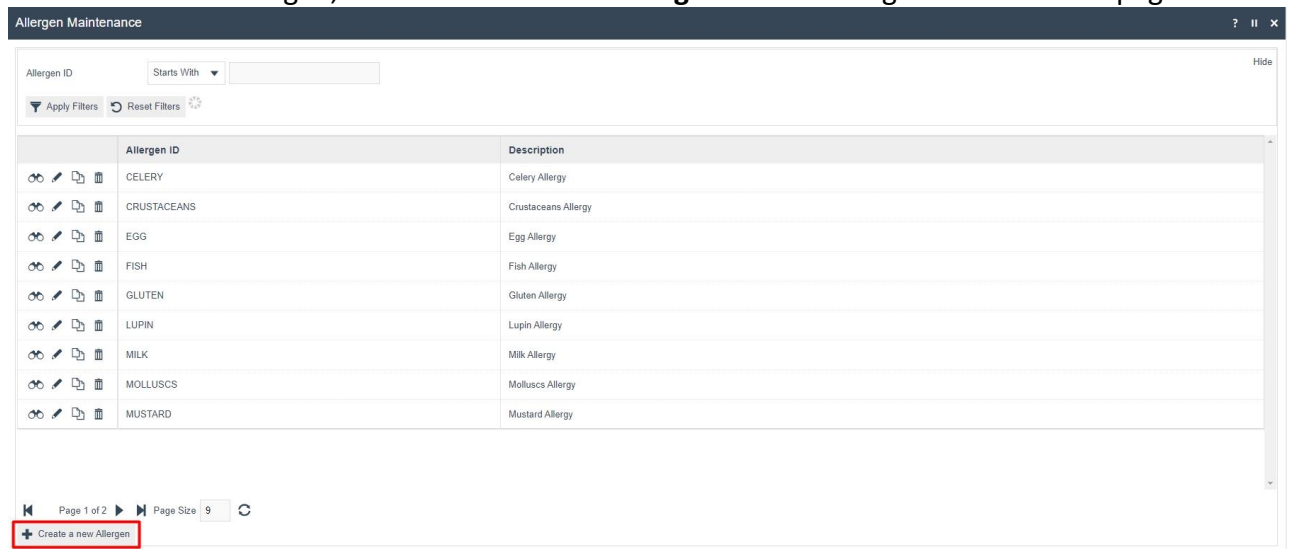
Create a new Allergen

To create a new Allergen follow the below steps:

The Allergen Maintenance application can be accessed through:
Configuration -> Hospitality -> Allergens



To create a new Allergen, select **Create a new Allergen** on the Allergen Maintenance page.



Enter a unique **Allergen ID** for this Allergen that can be alphanumeric and contain a maximum of 20 characters.

Allergen Maintenance

Please enter following details for the new Allergen

← Back+ Create

Select **Create**.

Allergen – General Tab

The General tab captures the basic information of the new Allergen.

Allergen Maintenance



You are editing Allergen ID: 'PEANUTS'

General

DescriptionPeanuts AllergyEnglish (UK)▼

Image IconPeanut Allergy icon▼

Image URLimage:///ALLERGEN/Peanut.jpg

Set the appropriate values on the **General** tab as follows:

Configuration	Description
Product Description	Enter a user-friendly, meaningful name for the Allergen that can be alphanumeric with a maximum of 30 characters.
	Select the locale in the second field from a dropdown list of all configured locales.
Image Icon	Select the appropriate Image for the Allergen from a dropdown list of all configured images. Note: This is configured in the Image Maintenance.
Image URL	Add a URL that points to a stored image.

Select **Save**.

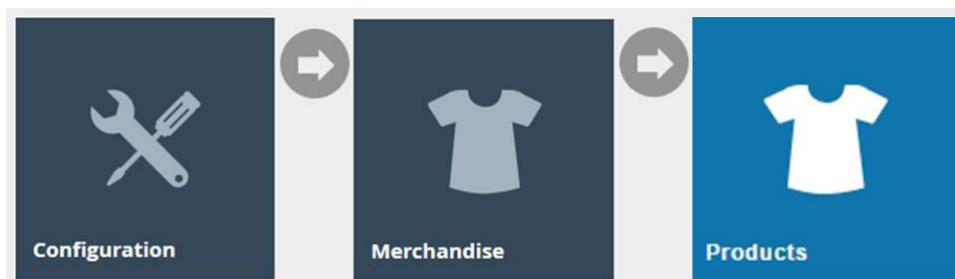
Configuring Allergens to a Hospitality Product

Configuring a Hospitality Product is covered in the **How to configure Hospitality Products** guide. Products should be configured before the configuration of Allergens.

To configure Allergens to a Hospitality Product follow the below steps:

The Product Maintenance application can be accessed through:

Configuration -> Merchandise -> Products



Filter the Product type **Hospitality Product** and select the Hospitality product which needs to be configured with Allergens.

Product Maintenance

Product ID	Starts With		Description	Starts With
Product Type	Hospitality Product	1	Product Group	-
Brand	-		MM Group	-
Fascia	-		Range	-
Supplier	-		Supplier Product ID	Starts With
Selling Code	Starts With			

2	Product ID	Product Description
	0000000002	6 Loch Ryan Native Oysters
	0000000003	6 No2 Loch Ryan Native Oysters
	0000000004	Langoustine & Shrimp Cocktail
	0000000005	Dressed Crab
	0000000006	Lobster Ceviche
	0000000007	Lobster Bisque

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Navigate to the Hospitality Tab of this product to make the Allergen configurations.

Product – Hospitality Tab

The Hospitality tab is used to add the configured Allergens to this Product.

Product Maintenance

Save Cancel

You are editing Hospitality Product CORNISH_MISTRO : Cornish Misto.

General	Selling Options	Alternative	Tenders	Tax	Merchandise	Prices	Location	Supplier	Attributes	Product Media	Hospitality						
<div>Product Preparation Type <input type="text"/></div> <div>Default Course <input type="text" value="MAINS"/></div> <div>Is Side Dish? <input type="checkbox"/></div> <div>Calories Per Portion (kcal) <input type="text" value="0"/></div> <div>Number of Portions <input type="text" value="0"/></div> <div>Allergen</div> <table border="1"><thead><tr><th></th><th>Allergen</th></tr></thead><tbody><tr><td></td><td>PEANUTS</td></tr><tr><td> Add</td><td>Peanuts Allergy▼</td></tr></tbody></table>													Allergen		PEANUTS	Add	Peanuts Allergy▼
	Allergen																
	PEANUTS																
Add	Peanuts Allergy▼																

1

3

2

Set the appropriate value on the **Hospitality** tab as follows:

Configuration	Description
Allergen	Select the appropriate Allergen for the Product from a drop-down list of all configured allergens. Click on + Add after selection. Note: Multiple Allergens can be added here for a single product.

Select **Save**.

Broadcasting

To deliver the configuration changes to the POS, broadcast the following entities.

- Allergen
- Image
- Product

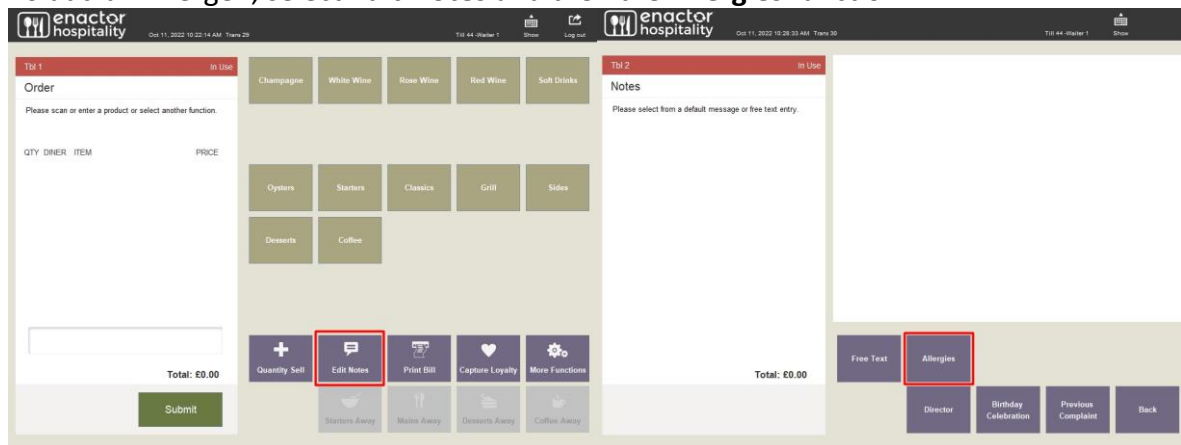
POS Functionality

The Allergen functions can be run in the POS in different ways based on how Allergens is to be used. This section covers how an Allergen can be directly added to an order, how a product which contains Allergens can be added to an order and how an Allergen can be assigned to a specific diner in an order of the POS.

Adding Allergen to an order

The operator after selecting a table, the POS will prompt to select the number of diners on the table. Once the number of diners is entered, the table order screen will be displayed.

To add an Allergen, select **Edit Notes** and then the **Allergies** function.



Function	Outcome
Edit Notes	Shows all Notes that can be added to the order.
Allergies	Shows all the configured Allergies that can be added to the order.

The operator can now Add or Remove Allergens as required from this screen.

enactor hospitality

Oct 11, 2022 10:46:44 AM Trans 31

Till 44 -Waiter 1 Show

Tbl 3 In Use

Allergens

Please select allergens from the list.

Egg Allergy

Once all allergies have been chosen for this diner please click OK.

Cancel OK

Celery Allergy
 Crustaceans Allergy
 Egg Allergy

Fish Allergy
 Gluten Allergy
 Lupin Allergy

Milk Allergy
 Molluscs Allergy
 Mustard Allergy

Peanuts Allergy
 Sesame Allergy
 Soya Allergy

Sulphites Allergy
 Tree nuts Allergy

Function	Outcome
Allergens	All configured Allergens are displayed along with their images.
OK	Adds the selected Allergens into the Order.

Since an Allergy has now been added to this Order, when a product is added, the basket will now display an Allergy Alert for each product as follows:

The screenshot shows the Enactor Hospitality POS interface. At the top, the header includes the logo, date/time (Oct 11, 2022 10:49:28 AM), and user info (Till 44 -Waiter 1). The main area is divided into a left sidebar and a right main panel. The sidebar shows the current order for 'Tbl 3' with two items: 'Fish & Chips' and 'Cornish Mussel Pot'. Both items have an 'Allergy Alert' highlighted in a red box. The main panel shows a grid of menu items: Cornish Misto, Fish & Chips, Mussel Pot, Oysters, Starters, Grills, Sides, and Back. At the bottom, there are buttons for 'Quantity Sell', 'Edit Notes', 'Print Bill', 'Capture Loyalty', and 'More Functions'. A 'Submit' button is at the bottom right of the sidebar.

QTY	DINER	ITEM	PRICE
1	1	Fish & Chips Allergy Alert	£22.20
1	2	Cornish Mussel Pot Allergy Alert	£23.50

Service: £5.71
Total: £51.41

When the order is submitted, the receipt will be printed with the Allergy Alert and the list of allergies added to the order as follows:

The screenshot shows a printed receipt from 'The Enactor Restaurant'. It includes the following information: 'PASS', 'NEW ORDER', and a red box containing 'ALLERGY ALERT' and '* Egg Allergy'. Below this, the order items are listed: '1 Fish & Chips' and '1 Cornish Mussel Pot'. The receipt also shows 'TABLE 5', 'COVERS: 2', and the date/time '11/10/22 17:23'.

The Enactor Restaurant

PASS

NEW ORDER

ALLERGY ALERT
* Egg Allergy

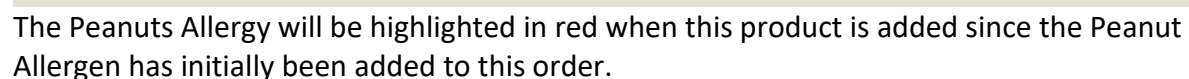
1 Fish & Chips
1 Cornish Mussel Pot

TABLE 5
11/10/22 17:23

COVERS: 2
Waiter 1 (999)

The operator after selecting a table, the POS will prompt to select the number of diners on the table. Once the number of diners is entered, the table order screen will be displayed. Cornish Misto has been configured to contain Peanut, Sesame and Tree nuts Allergies.

Then add the Cornish Misto product to this order, the following screens with Allergen information are displayed:

[illegible]

Adding an Allergen to a specific diner

The operator after selecting a table, the POS will prompt to select the number of diners on the table. Once the number of diners is entered, the table order screen will be displayed. Cornish Misto has been configured to contain Peanut, Sesame and Tree nuts Allergies.

Add the Cornish Misto product twice to this order.

Select on the Cornish Misto of Diner 2 which would bring up the menu specific to diner and product.

Select the Edit Notes and then the Allergies functions to add an Allergen to this diner.

enactor hospitality 11-Oct-2022 17:25:11 Trans 18 Till 1 Waiter 1 Show

Tbl 4 In Use

Modify
Select an action to perform or change your item selection

QTY	DINER	ITEM	PRICE
1	1	Cornish Misto	£25.00
		Chips	£0.00
1	2	Cornish Misto	£25.00
		Salad	£0.00
Promotion Saving... £1 Discount			-£2.00

1

2 Product(s) **Service: £5.76**
Total: £53.76

Item Details

Description: Cornish Misto
Product ID: 000000011
Course: Mains
Calories: 667 kcal
User: Waiter 1
Diner: 2
Quantity: 1
Item Ordered?: No
Course Away Sent?: No

Toolbar: Re-order, Modify, Re-allocate, On Hold, Message, Edit Notes (2), Serve With Course, Void

Buttons: Back, Submit

Select the Peanut Allergy and click on OK.

Oct 11, 2022 2:15:31 PM

Trans 38

Till 44 -Waiter 1

Show

Tbl 4

In Use

Allergens

Please select allergens from the list.

Peanuts Allergy

X

Once all allergies have been chosen for this diner please click OK.

Cancel

OK

Celery Allergy

Crustaceans Allergy

Egg Allergy

Fish Allergy

Gluten Allergy

Lupin Allergy

Milk Allergy

Molluscs Allergy

Mustard Allergy

Peanuts Allergy

Sesame Allergy

Soya Allergy

Sulphites Allergy

Tree nuts Allergy

1

2

Since an Allergy has now been added to this diner, the following will be displayed:

11-Oct-2022 16:58:48

Trans 18

Till 1 Waiter 1

Show

Tbl 4

In Use

Modify

Select an action to perform or change your item selection

QTY	DINER	ITEM	PRICE
1	1	Cornish Misto	£25.00
		Chips	£0.00
1	2	Cornish Misto	£25.00
		Allergy Alert	£0.00
		Salad	£0.00
Promotion Saving... £1 Discount			-£2.00

2 Product(s)

Service: £5.76

Total: £53.76

Back

Submit

Item Details

Description:

Cornish Misto

Product ID:

0000000011

Course:

Mains

Calories:

667 kcal

User:

Waiter 1

Diner:

2

Allergies:

Peanuts Allergy

Quantity:

1

Item Ordered?:

No

Course Away Sent?:

No

1

2

3

Re-order

Modify

Re-allocate

On Hold

Message

Edit Notes

Serve With Course

Void

enactor

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Note: Only the added allergens that match with the product allergens will be displayed in the item details.

When the order is submitted, the receipt will be printed with the Allergy Alert and the list of allergies added to the order as follows:

My Restaurant

PASS

NEW ORDER

ALLERGY ALERT

1

Cornish Misto

- Chips

1

Cornish Misto

* Peanuts Allergy

- Salad

TABLE 2

31/10/22 11:10

COVERS: 2

Waiter 1 (999)

About This Document

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The amendment history of this document can be found in the table below.

Current Document Version information

Document Version 1.0

Product Version 2.7

Document Context

This document is part of the Enactor Product Documentation Series. All Enactor products include a comprehensive documentation set designed to improve understanding of the product and facilitate ease of use.

Document Inquiries

At Enactor we aspire to producing the highest quality documentation to reflect and enhance the quality of our product. If you find that the document is inaccurate or deficient in any way, please assist us in improving our standard by letting us know.

For matters of document quality or any other inquiries regarding this document please contact:

By Email: documentation@enactor.co.uk

Document History

The following versions of the document have been produced:

VERSION	STATUS	ISSUE DATE	AUTHOR	REASON FOR ISSUE
1.0	Initial Draft	08/11/22	Hadhi Jawahir	Initial version