

# How-To Guide Configuring A New Restaurant

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# Table of Contents

Introduction .....	3
Overview .....	3
Prior Training / Experience .....	3
Restaurant Location .....	4
Creating a Restaurant Location .....	4
Location Maintenance .....	5
Creating a Restaurant Area .....	9
Device Configuration.....	11
POS Terminal.....	14
Creating a POS Terminal .....	14
POS Terminal maintenance.....	15
Broadcasting .....	19
About This Document .....	20
Current Document Version information.....	20
Document Context .....	20
Document Inquiries.....	20
Document History .....	21

# Introduction

The purpose of this guide is to provide a foundational understanding of the options and capabilities available when configuring a Restaurant Store.

Often, users would leverage the Template capabilities within Enactor to set up new and manage existing locations. The use of Templates is covered in a separate guide. This document will focus on completing the core configuration steps manually.

## Overview

All activities required to define and configure a new Restaurant Store is provided here.

This guide will cover the configuration for the following:

- Restaurant Location
- Restaurant Areas
- Device
- POS Terminal

Region configuration is covered in the **How to configure a base Organisation Structure** guide.

## Prior Training / Experience

You should be familiar with the following:

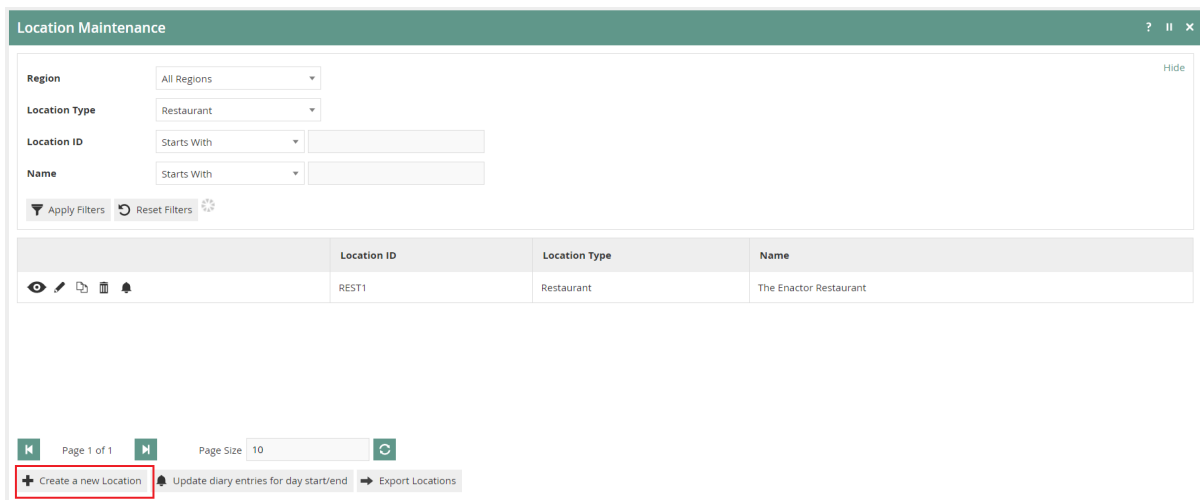
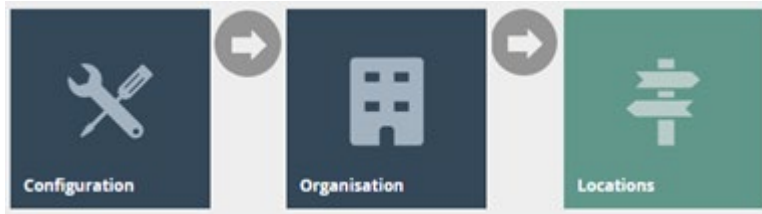
- Estate Manager configuration
- Data broadcasting

# Restaurant Location

Enactor supports multiple Location types: Store, Warehouse, Office, and Restaurant etc. This guide will focus on setting up a new Restaurant (Hospitality) Location.

## Creating a Restaurant Location

The location maintenance application can be accessed through:  
Configuration -> Organisation -> Locations



To create a new Restaurant Location, select **Create a New Location** on the Location Maintenance page.

Select the Location type **Restaurant**, from the **Location Type** drop-down.

No selection should be made for **Template**. The creation and use of Templates are covered in a separate How-to Guide. This document covers how to manually configure the mandatory and common settings relating to location maintenance.

Enter a unique **Location ID** for this location. The ID can be alphanumeric and contain a maximum of 20 characters.

## Location Maintenance

You are adding a new location, please select the type, template and enter the ID:

Location Type	Restaurant	
Template	-	
Location ID	REST 1	Cannot be blank.

[← Back](#) [+ Create](#)

Select **Create**.

\* The Location ID cannot be changed once the Location has been created.

## Location Maintenance

Numerous tabs and sub-tabs are presented under location maintenance. This guide is focused on the core Location aspects that are required to create a restaurant location and the key tabs are **General** and **Restaurant**.

Address, Purging, Cash Management, Receipt, and Display tabs are briefly explained within the context of setting up a new restaurant location.

## Location - General Tab

The General tab has all the basic information that captures the general behaviour and identity of the restaurant location.

Location Maintenance

Save Cancel

You are editing restaurant ID: REST1

General Address Purging Day End Email Nearest Stores Cash Management Receipt Display Restaurant MM Groups MM Group Price Attributes Collection Points

General Ordering Inventory Tax Currency Security Customer

Is Live  1

Name\* The Enactor Restaurant 2

Company ID

Region\* United Kingdom 3

Locale English (UK) 4

Document Code

VAT Number 5

Branch Number 0 6

Fascia -

MM Group Hierarchy RESTAURANT 7

Airport Terminal Building -

Start Date 16 September 2015 8

Menu Group United Kingdom 9

Default Menu Group United Kingdom

Price Group - 10

Product Notes Attributes -

Fiscal Location Reference

Capital Investment

Fiscal Product Group Hierarchy -

Template Change Template

\* Denotes Mandatory

## Location - General Tab - General Sub-tab

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

Configuration	Description
Is Live	Checkbox, if selected indicates that the Location is currently "live", "available for service", or "active". Select if the restaurant is ready for transacting.
Name	Enter your location name in this field. This could be the same as the location ID or it could be the name of the restaurant location. This name will be shown on other configuration pages when referring to the location, therefore must be conclusive and recognisable.
Region	Select the appropriate Region from the drop-down list. If the desired Region does not appear, it must be created. Refer to the "How to configure a base Organisation Structure" guide for assistance.
Locale	Select the appropriate Locale from the drop-down list. This selection will affect locale-dependent operations such as language.
VAT Number	Enter the restaurant's VAT number here. If you do not have a VAT number, leave the field blank. The VAT Number is typically printed on receipts and is included with the transaction data.
Branch Number	Enter a numeric value that can be up to 8 digits or set it to match the location ID.
MM Group Hierarchy	Select <b>Restaurant</b> from the MM Group Hierarchy drop-down.
Start Date	If not set to "Is Live" enter the date when this restaurant will be available for service in this field.
Menu Group	This determines a specific group of menus that the location should display. Select the appropriate menu group from the drop-down list or set to default. Configuring groups is covered in a separate How-to Guide.
Price Group	This is used to identify groups of Product Prices in a hierarchical structure. Select price group applicable for restaurant from the drop-down list. Configuring groups is covered in a separate How-to Guide.

## Location – Address Tab

The Address Tab provides two Sub-Tabs to capture the **Address** and **Contact Details** of the Location. Enter Address properties of the location and contact details in the appropriate fields. These fields are used in receipt printing.

## Location – Purging Tab

Data Purging functions, enables purging of files from the File System and data from the Database. The two sub-tabs **Directory Purging** applies to Directories of the File System and

**Entity-Purging** applies to Entities in the Database. Retention requirements are specified in Days (if set to zero there will be no purging). This is covered in a separate How-to Guide.

## Location – Cash Management Tab

The **Cash Management** tab provides the necessary settings to configure the appropriate Cash Management settings for the location. The configuration of Cash Management is covered in a separate How-To guide.

## Location – Receipt Tab

The Receipt tab allows location specific information to be added to Receipts.

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

Configuration	Description
Receipt Header Lines	Enter the text that should appear in the header of the receipt. The text can be formatted further by selecting the check box <b>Header Lines Centred</b> .
Receipt Trailer Lines	Enter the text that should appear in the trailer lines of the receipt. The text can be formatted further by selecting check box <b>Trailer Lines Centred</b> .
Receipt Header Logo	Select the appropriate Header logo from the drop-down list. A preview of the Logo is also provided for confirmation.
Receipt Trailer Logo	Select the appropriate Trailer Logo from the drop-down list. A preview of the Logo is also provided for confirmation.

\*If you need to add Receipt Logos, please refer to the How-To guide covering Media Management.

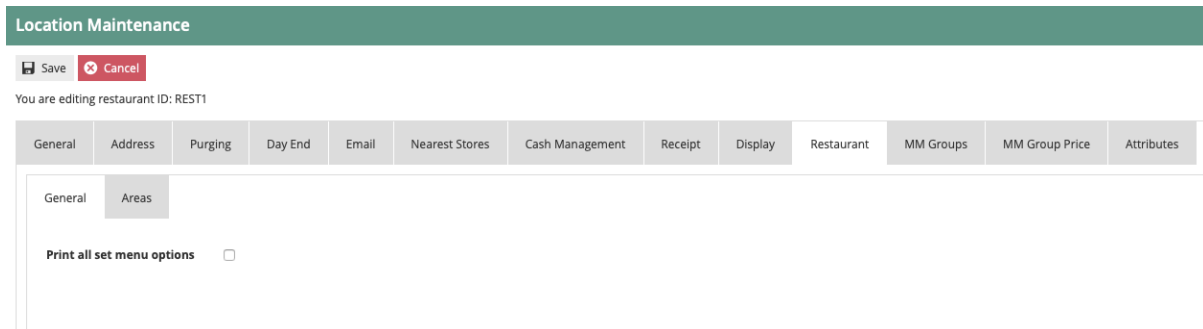
## Location – Display Tab

The Display tab is used only if customer-facing line displays are in use. If the restaurant has deployed terminals with line displays, the Till Closed Message and Customer Welcome Message is defined here.

## Location – Restaurant Tab

### Location – Restaurant Tab – General Sub-tab

The Restaurant **General** tab includes the option to configure how Set Menu Products are displayed on the customer's receipt.

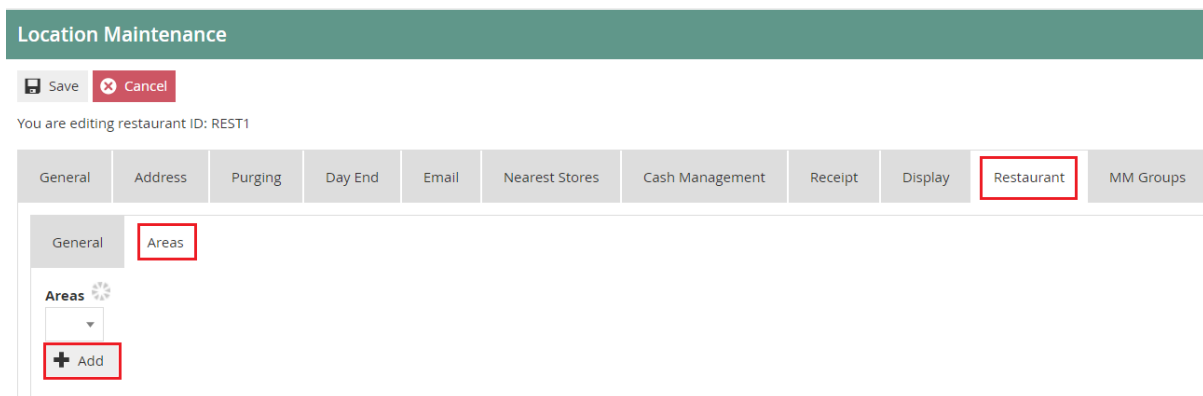


The screenshot shows the 'Location Maintenance' interface. At the top, there is a green header bar with the text 'Location Maintenance'. Below the header, there are two buttons: 'Save' and 'Cancel'. A message below the buttons reads 'You are editing restaurant ID: REST1'. A horizontal menu bar contains several tabs: 'General', 'Address', 'Purging', 'Day End', 'Email', 'Nearest Stores', 'Cash Management', 'Receipt', 'Display', 'Restaurant', 'MM Groups', 'MM Group Price', and 'Attributes'. The 'General' tab is selected, and within it, the 'Areas' sub-tab is active. Below the sub-tab, there is a checkbox labeled 'Print all set menu options' which is currently unchecked.

**Print all set menu options** checkbox works in conjunction with the Hospitality Receipt documents templates. If selected, the set menu and all options chosen by the customer will be printed on the customer's receipt. If not, only the set menu product will be printed ensuring any price contributions are consolidated.

### Location – Restaurant Tab – Areas Sub-tab

Restaurant areas allow for physical areas of a restaurant to be defined such as Main, Bar, Terrace, Garden, etc.



The screenshot shows the 'Location Maintenance' interface with the 'Restaurant' tab selected in the main menu bar. Within the 'Restaurant' tab, the 'Areas' sub-tab is active. The 'Areas' sub-tab contains a dropdown menu and a '+ Add' button. The 'Add' button is highlighted with a red box. The 'Restaurant' tab in the main menu bar is also highlighted with a red box.



## Creating a Restaurant Area

A restaurant can have multiple **Location Areas** that can be configured differently. These areas can be defined based on the services provided in each area. (i.e Table Service, Bar Service, Takeaway Service)

To create a new Restaurant Area, select the **Add** button.

Enter an area ID that is alphanumeric and contains maximum of 20 characters.

Please enter the new Area ID:

**Area ID**

**OK** **Cancel**

Select **Ok**.

## Adding Restaurant Area information

Select the desired area from the **Areas** drop-down. You will be presented with the following options.

Location Maintenance

**Save** **Cancel**

You are editing restaurant ID: REST1

General Address Purging Day End Email Nearest Stores Cash Management Receipt Display **Restaurant** MM Groups

General Areas

**Areas**  **1**

**+ Add**  **2**

Table Service  **3**

Takeaway Service  **4**

Bar Service  **5**

Order With Table View  **6**

Service Fee product  **Q 7**

Default Table List View  **8**

Maximum Table Transactions  (Zero means unlimited) **9**

Table View Page Count  **10**

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

Configuration	Description
Area ID	This is already defined when creating the restaurant area.
Name	Enter the area name. This mandatory field can contain up to maximum of 40 alphanumeric characters. This name will be shown on other configuration pages when referring to the restaurant area, therefore must be conclusive and recognisable.
Table Service	This defines if table service is offered in this area of the restaurant. Select the checkbox if the POS terminal should allow the function for table service for this area.
Takeaway Service	This defines if takeaway service is offered in this area of the restaurant. Select the checkbox if the POS terminal should allow the function for takeaway service for this area.
Bar Service	This defines if bar service is offered in this area of the restaurant. Select the checkbox if the POS terminal should allow the function for bar service for this area.
Order With Table View	This enables a table view that indicates each diner on the table. Select the checkbox to indicate that the POS terminal is allowed the function for table service with a digital table view for ordering. This can be primarily used for fine dining and will provide a custom view of the table. (Currently in experimental stages)
Service Fee product	This indicates the product ID of products that include a service fee. Search from a pre-defined list of products and select if applicable. Service Fee products are further explained in the How-To guide on the configuration of hospitality products.
Default Table List View	This applies only to table service. From the drop-down menu, select if the POS terminal should display a Table View or a Floor View for this area.
Maximum Table Transactions	This applies only to table service. Set a maximum number of transactions per table in this area. If set to zero (0) unlimited transactions are allowed.
Table View Page Count	This applies only to table service. Set a maximum number of tables to be displayed on the POS terminal before paging. (Allow navigation to a new page in the POS application screen)

\*Although all services (Table Service, Bar Service, Takeaway Service) can be provided in the same area. The standard practice is to have separate location areas setup for different services. Such as Bar, Main, Takeaway etc.

# Device Configuration

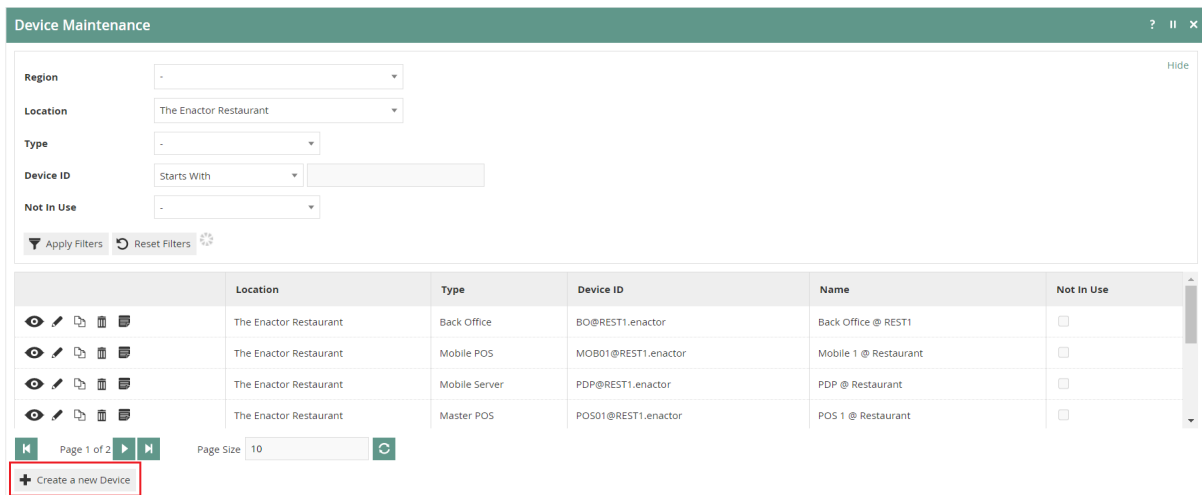
A device is not merely thought of as a specific hardware item. The Enactor Device configuration element is considered as a Service Device representing the software that runs on the hardware. (Which in the case of a POS is the POS Application). Therefore, multiple devices of diverse nature may be running on the same physical hardware, which has no fixed relationship to Location configuration.

The device options can be vast in a restaurant environment. For example, point of sale devices, mobile devices, handheld terminals, and servers. All endpoints are of a specific type and need a unique device ID. The specific device type is used by the process connection diagram to determine which endpoint to use. Defining a new device type is described in a separate how-to guide.

Any device that will connect to the Enactor system needs a device type and a unique device ID.

## Creating a new Device

The Device Maintenance application can be accessed through:  
Administration -> Devices -> Devices



To create a new Device, select **Create a New Device** on the Device Maintenance page. Enter a unique device ID for this location. The ID can be alphanumeric and contain a maximum of 40 characters.

## Device Maintenance

You are adding a new device, please enter the ID of the new device:

Device ID

POS01@REST1.enactor

← Back

+ Create

Select **Create**.

## Device maintenance

There are three main tabs under Device maintenance application. The General tab has all the basic information that captures the general device behaviour and identity of the device.

## Device Maintenance - General Tab

### Device Maintenance

Save

Cancel

You are editing Device ID: 'POS01@REST1.enactor'

General

Data Source

Registration

Name\*

POS 1 @ Restaurant

Host Name\*

127.0.0.1

Http Port\*

8080

RMI Port\*

3099

Type\*

Master POS

Location

The Enactor Restaurant

Not In Use

Notes

\* Denotes Mandatory

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

Entry	Example Value	Description
Name	POS 1 @ Restaurant	Enter the device name. This mandatory field can contain up to maximum of 40 alphanumeric characters. Set a user-friendly identifier for the device that will be displayed in screens and other configuration options.

Host Name	127.0.01	Enter the IP address, domain name or 'Localhost' to identify the server hosting the Device.
Http Port	8080	Enter credentials of the HTTP port of the device which will allow for remote connections.
RMI Port	3099	Enter credentials of the RMI port of the device which will allow for remote connections.
Type	Master POS	Select the appropriate device type from the drop-down list. Master POS, Mobile POS, POS etc.
Location	The Enactor Restaurant	Select the device location from the drop-down list.
Not In Use		Select the checkbox to indicate that the device is not in use. Can be used to disable devices.

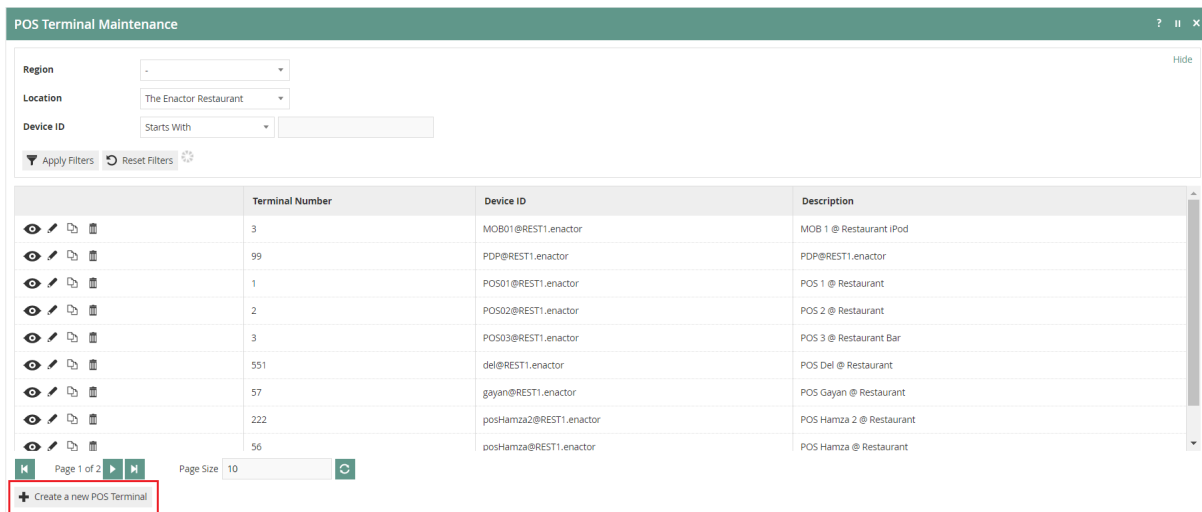
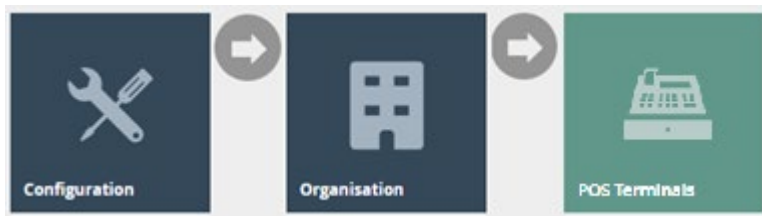
# POS Terminal

All Devices that provide POS Application functionality should have a POS Terminal configuration. This is associated with the Device ID, which stores POS Terminal-specific configuration. Therefore, devices should be configured before configuring a POS terminal.

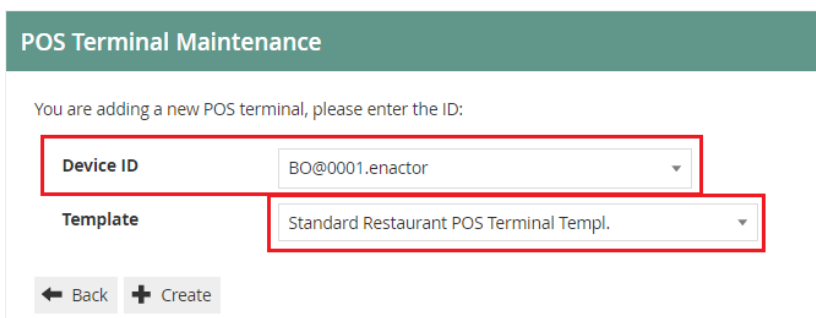
Each POS Terminal can have unique configuration to support the specific task that the terminal will perform. This guide will focus on the Configuration of a restaurant POS Terminal.

## Creating a POS Terminal

The POS Terminal Maintenance application can be accessed through:  
Configuration -> Organisation -> POS Terminals



To create a new POS Terminal, select **Create New POS Terminal** on the POS Terminal Maintenance page.



Select a device ID configured for a restaurant location from the **Device ID** drop-down list.

From the **Template** drop-down list you can opt to select the **Standard Restaurant POS Terminal Template** which will determine the standard POS terminal functions required by a restaurant. Templates simplify the process by configuring common element values in a single place for frequent re-use. Configuring Templates is covered in a separate how-to guide.

Select **Create**.

\*Only one device can be associated with one POS Terminal.

## POS Terminal maintenance

Numerous tabs and sub-tabs are presented under POS Terminal maintenance. This guide is focused on the core aspects that are required to create a restaurant POS Terminal and the key tabs are **General**, **Printing**, **User Interface**, and **Restaurant**.

### POS Terminal Maintenance - General Tab

The General tab has all the basic information that captures the general behaviour and identity of the restaurant POS Terminal.

The screenshot shows the 'POS Terminal Maintenance' window with the 'General' tab selected. The 'Description' field is highlighted with a red box and contains the text 'POS 1 @ Restaurant'. Other fields include 'Terminal Number' (1), 'Default Safe' (.), 'Locale' (.), 'Fiscalisation Type' (.), 'Fiscal POS Terminal Reference' (.), and 'Base Currency' (.). A 'Use Template Value' checkbox is visible on the right side of the form.

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

Configuration	Description
Description	Enter POS Terminal description. This mandatory field can contain up to maximum of 40 alphanumeric characters. This will be displayed in screens and other configuration options.

\*Checkboxes listed against individual fields indicate the use of template values. If selected, the default value for the chosen template will be applied for the specific field/s.

## POS Terminal Maintenance – Peripherals Tab

Peripherals Tab provides Input and/or Output configuration for peripheral devices attached to the POS Terminal. Select the appropriate device type from drop-down lists in both input and output sub-tabs.

## POS Terminal Maintenance – Printing Tab

The Printing Tab provides configuration of Page Definition Details applicable to various printing operations that may be conducted at the restaurant POS Terminal.

Configuration	Value	Use Template Value
Primary Receipt	Res Std Receipt Template 48	<input checked="" type="checkbox"/>
Page Printer Primary Receipt	-	<input checked="" type="checkbox"/>
Combined Card Voucher/Receipt	Rest Combined Receipt & Card Voucher 48	<input type="checkbox"/>
Additional Receipt 1	Res Additional Receipt Template 48	<input type="checkbox"/>
Additional Receipt 2	Res Additional Receipt Template 48	<input checked="" type="checkbox"/>
Gift Receipt per Item	Gift Item Receipt 48 Col	<input type="checkbox"/>
Gift Receipt per Transaction	Gift Transaction Receipt 48 Col	<input type="checkbox"/>
Transaction Stored Receipt	Stored Transaction 48 Col	<input type="checkbox"/>
No Sale Receipt	No Sale 48 Col	<input type="checkbox"/>
Post Void Receipt	Res Std Receipt Template 48	<input type="checkbox"/>
Retail Quote Receipt	-	<input checked="" type="checkbox"/>
Page Printer Quote Receipt	-	<input checked="" type="checkbox"/>
Page Printer Fiscal Invoice	-	<input checked="" type="checkbox"/>

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

Configuration	Description
Primary Receipt	Select <b>Res Std Receipt Template 48</b> from the drop-down list.
Combined Card Voucher/Receipt	Select <b>Rest Combined Receipt &amp; Card Voucher 48</b> from the drop-down list.
Additional Receipt 1	Select <b>Res Additional Receipt Template 48</b> from the drop-down list.
Additional Receipt 2	

Set the appropriate values on the **Cards** sub-tab as follows:

Configuration	Description
Split Bill Partial Receipt	Select <b>Res SplitBill Template 48</b> from the drop-down list.

## POS Terminal Maintenance – User Interface Tab

The User Interface Tab of POS Terminal Maintenance captures properties used by the POS Terminal software to determine the appearance and behaviour of the User Interface presented to the Operator.



## POS Terminal Maintenance – User Interface Tab – General Sub-tab

POS Terminal Maintenance

Save Cancel

You are editing POS terminal for device ID 'POS01@REST1\_enactor' at store 'The Enactor Restaurant' based on template 'Standard Restaurant POS Terminal Templ.'

General Peripherals Printing Day Start Day End **User Interface** Tax Online Auth Restaurant Loyalty Groups External Attributes Tendering

General Branding / Style Customer View

Operator View Layout URL -

ICC Reader Display URL -

Menu Group United Kingdom

This terminal is a local menu server

Self Service

Default Menu Group United Kingdom

**Display Launch Menu**

Display Function Key Labels in Menu

**Default Launch Event**

Default UI Product Group -

Default UI Product Group Level 0

Customer Display Receipt List -

Customer Line Display Template -

**Operator Display Receipt List Res Std Operator Display**

Operator Selection Receipt List -

Use Alternative Customer Capture

Show Location in Header

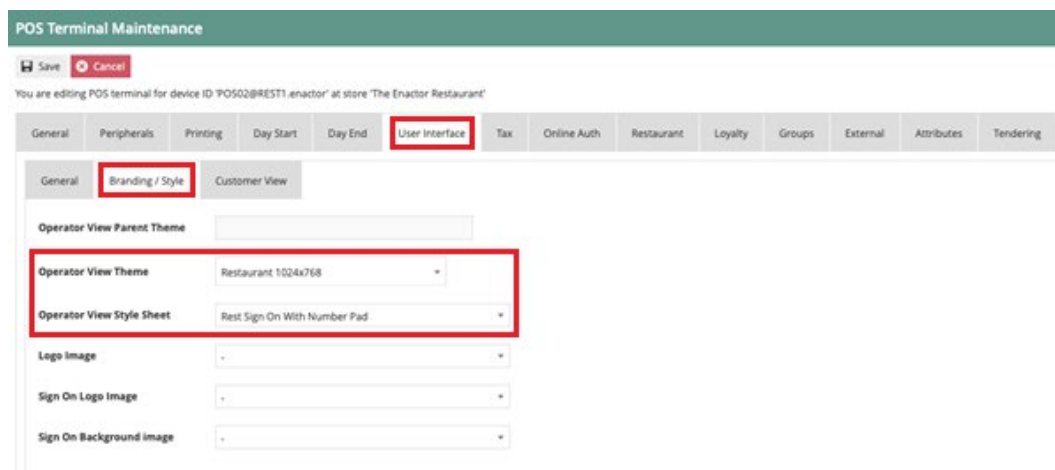
Set the appropriate values on the **General** sub-tab as follows:

Configuration	Description
Display Launch Menu	Select this checkbox for the POS Terminal to present an initial Launch Menu. Menu Configuration is covered in a separate How-to Guide.
Default Launch Event	This indicates the Launch Screen Event that should automatically be shown to allow for a terminal to display a specific function. This avoids the need for the user to select a specific function such as the Bar Mode View. This option can be used loosely in conjunction with a Restaurant Area, where an area is defined as only supporting bar service, thus the terminal should automatically display the Bar Mode View and not allow select of any other mode. The following launch events are supported: <ul style="list-style-type: none"> <li>• <b>SelectTable</b>: Will display the Table Mode View</li> <li>• <b>BarOrder</b>: Will display the Bar Mode View</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>SelectTakeaway:</b> Will display the Takeaway Mode View</li> <li>• <b>NonTableSaleReturns:</b> Will display a view similar to retail where the transaction is not linked to any of the previous modes.</li> </ul>
Operator Display Receipt List	Select the default and recommended option <b>Res Operator Display</b> from the drop-down list. This will ensure the POS Terminals Operator display is formatted correctly for the restaurant.

### POS Terminal Maintenance – User Interface Tab – Branding/Style Sub-tab

This defines the look and feel of the entire POS Application at runtime. Themes contribute mainly to styles and positioning of screen elements.

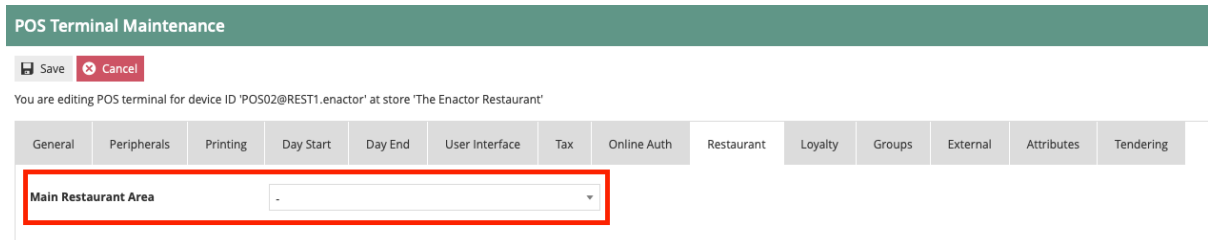


Set the appropriate values on the **Branding/Style** tab as follows:

Configuration	Description
Operator View Theme	Select from a predefined list of available themes available on the drop-down list that is suitable for restaurant.
Operator View Style Sheet	Select the default stylesheet named <b>Rest Sign On With Number Pad</b> . *This optional setting is applicable if you want to use a numeric keyboard on the sign on screen in the POS application.

## POS Terminal Maintenance – Restaurant Tab

The Restaurant Tab of POS Terminal Maintenance enables user to configure what Restaurant Area the terminal belongs to. Select the restaurant area from the drop-down menu to be configured against the POS Terminal.



The screenshot shows the 'POS Terminal Maintenance' interface. At the top, there is a green header bar with the title 'POS Terminal Maintenance'. Below the header, there are two buttons: 'Save' and 'Cancel'. A message below the buttons reads: 'You are editing POS terminal for device ID 'POS02@REST1.enactor' at store 'The Enactor Restaurant''. Below the message is a horizontal menu with tabs: 'General', 'Peripherals', 'Printing', 'Day Start', 'Day End', 'User Interface', 'Tax', 'Online Auth', 'Restaurant', 'Loyalty', 'Groups', 'External', 'Attributes', and 'Tendering'. The 'Restaurant' tab is selected. Below the tabs, there is a form field labeled 'Main Restaurant Area' with a dropdown menu. The dropdown menu is currently set to a dash '-' and is highlighted with a red border.

## Broadcasting

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

- Location
- Location Template
- Device
- POS Terminal

# 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 2.6

## 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](mailto: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	28/05/21	Thilini Sayakkara	Initial version