

How-To Guide Configuring A New Restaurant

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Introduction

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

Overview

This guide will cover the configuration for the following:

- Restaurant Location
- Restaurant Areas
- Device
- POS Terminal

Prior Training / Experience

You should be familiar with the following:

- Estate Manager configuration
- Data broadcasting

Location Configuration

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

Locations

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



Location Maintenance

Region: All Regions
Location Type: Restaurant
Location ID: Starts With
Name: Starts With

Apply Filters Reset Filters

Location ID	Location Type	Name
REST1	Restaurant	My Restaurant Name Is Long

Page 1 of 1 Page Size 10

+ Create a new Location Update diary entries for day start/end Export Locations

To create a new Restaurant Location, select **Create a new Location**.

Set the Location Type as **Restaurant**.

Although a Location Template could be selected here, this guide covers the manual process of how to configure the mandatory and common settings relating to location maintenance.

Enter a unique **Location ID** . 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	REST1

[← 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 focuses on the core Location configuration that are required to create a restaurant location. The key tabs are **General** and **Restaurant**, while 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.

The screenshot shows the 'Location Maintenance' interface for editing restaurant ID 'REST1'. The 'General' tab is selected, and the 'General' sub-tab is active. The form contains the following fields:

- Is Live:** 1
- Name*:** My Restaurant Name Is Long 2
- Company ID:** [Empty text field]
- Region*:** UK 3
- Locale:** English (UK) 4
- Document Code:** [Empty text field]
- VAT Number:** [Empty text field] 5
- Branch Number:** 2 [Empty text field] 6
- Fascia:** - [Dropdown menu]
- MM Group Hierarchy:** RESTAURANT 7
- Airport Terminal Building:** - [Dropdown menu]
- Start Date:** 16 September 2015 8
- Menu Group:** United Kingdom 9
- Default Menu Group:** United Kingdom
- Price Group:** UK (Restaurant) (All Regions) 10
- Product Notes Attributes:** - [Dropdown menu]

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 HOSPITALITY 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.
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.

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 Cash Management 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.
Header Lines Centred	Applies centred formatting to Receipt Header Lines text.
Receipt Trailer Lines	Enter the text that should appear in the trailer lines of the receipt.
Trailer Lines Centred	Applies centred formatting to Receipt Trailer Lines text.
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.

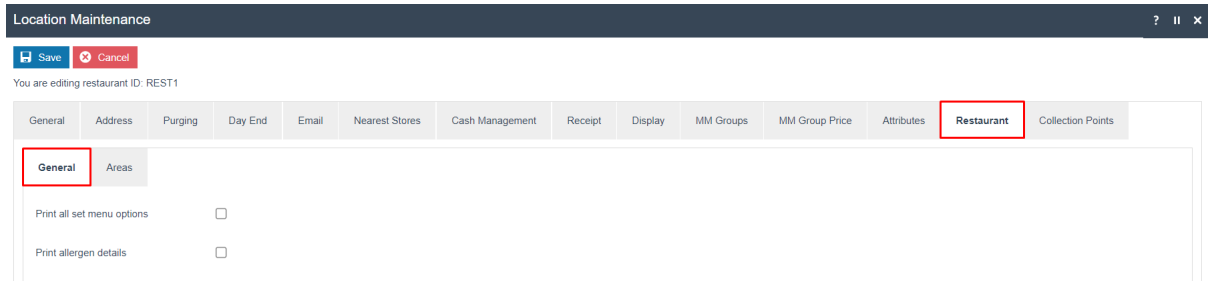
Location – Display Tab

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

Location – Restaurant Tab

General tab

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

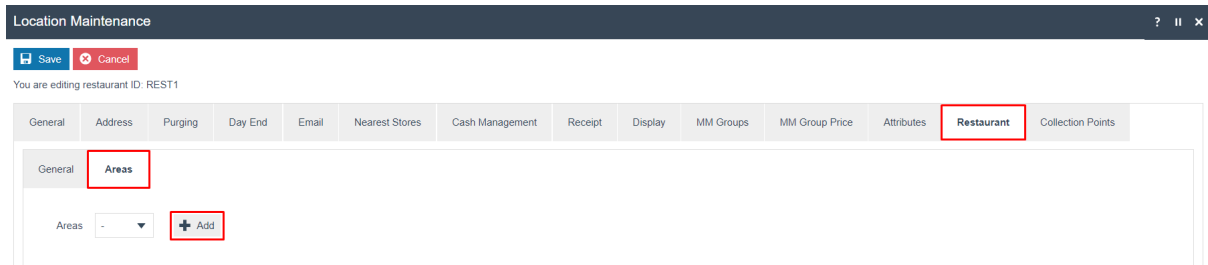


Print all set menu options checkbox works in conjunction with the Hospitality Receipt documents templates. If selected, the set menu and all options chosen by the customer will be printed on the customer's receipt. If not, only the set menu product will be printed ensuring any price contributions are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

Print allergen details checkbox will print allergen information on the customer's receipt.

Areas tab

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



Creating a Restaurant Area

A restaurant can have multiple **Location Areas** and they can be defined based on the services provided in each area (e.g. 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.

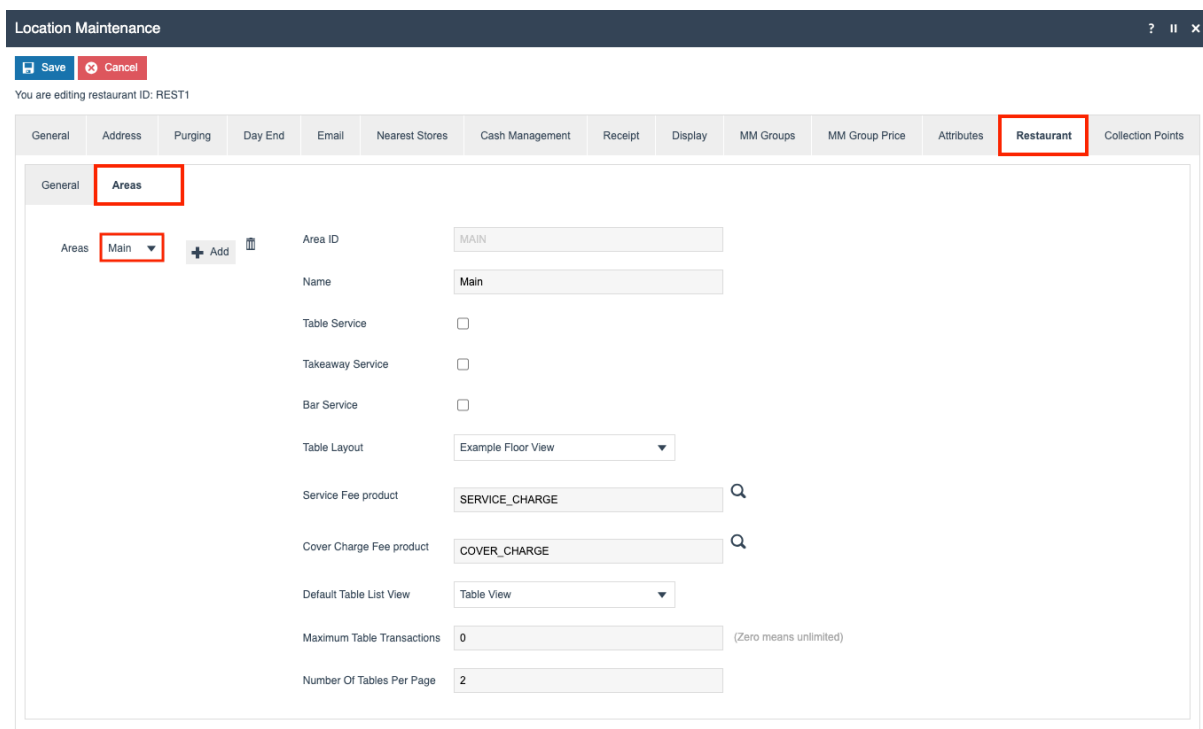


The screenshot shows a dialog box titled "New Area ID for REST1". It contains a text input field labeled "Area ID" with the value "MAIN" entered. Below the input field are two buttons: "Cancel" and "OK".

Select **OK**.

Configuring Restaurant Area information

Select the desired area from the **Areas** drop-down.



The screenshot shows the "Location Maintenance" configuration page for restaurant ID "REST1". The "Restaurant" tab is selected. Under the "General" sub-tab, the "Areas" dropdown is set to "Main". The configuration details for the "Main" area are as follows:

Field	Value
Area ID	MAIN
Name	Main
Table Service	<input type="checkbox"/>
Takeaway Service	<input type="checkbox"/>
Bar Service	<input type="checkbox"/>
Table Layout	Example Floor View
Service Fee product	SERVICE_CHARGE
Cover Charge Fee product	COVER_CHARGE
Default Table List View	Table View
Maximum Table Transactions	0 (Zero means unlimited)
Number Of Tables Per Page	2

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 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.
Table Layout	This enables a table view that displays all diners on each table. Select the table from the drop down to indicate that the POS terminal is allowed the function for table service with a digital table view for ordering.
Service Fee product	Select the product ID of the service charge.
Cover Charge Fee product	Select the product ID of the cover charge.
Default Table List View	This applies only to table service. From the drop-down menu, select if the POS terminal should default to Table View or 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.
Number Of Tables Per Page	This applies only to table service. Set a maximum number of tables to be displayed on the POS terminal before paging.

*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.

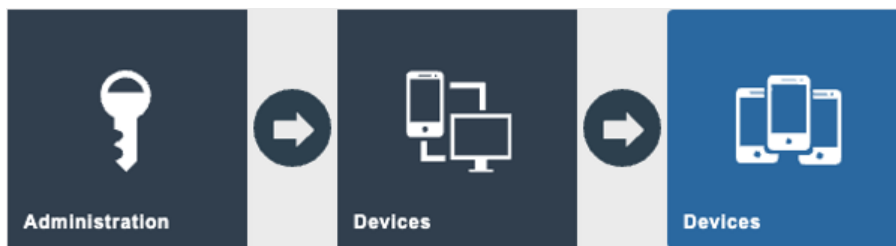
The device options can be vast in a restaurant environment. For example, point of sale devices, mobile devices, handheld terminals, and servers. All endpoints are of a specific type need a unique device ID. The specific device type is used by the process connection diagram to determine which endpoint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

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

Devices

The Device Maintenance application can be accessed through:

Administration > Devices > Devices



The screenshot shows the 'Device Maintenance' application window. At the top, there are filter fields for Region, Location (set to 'My Restaurant Name Is Long'), Type, Device ID (with a 'Starts With' dropdown), and Not In Use. Below the filters are 'Apply Filters' and 'Reset Filters' buttons. The main area contains a table with the following data:

	Location	Type	Device ID	Name	Not In Use
	My Restaurant Name Is Long	Back Office	BO@REST1.enactor	Back Office @ REST1	<input type="checkbox"/>
	My Restaurant Name Is Long	Kitchen Display	KDS1@REST1.enactor	KDS1 @ REST1 enactor	<input type="checkbox"/>
	My Restaurant Name Is Long	Thin Client POS	MOB01@REST1.enactor	Mobile 1 @ REST1 enactor	<input type="checkbox"/>
	My Restaurant Name Is Long	Thin Client POS	MOB011@REST1.enactor	Mobile 11 @ REST1 enactor	<input type="checkbox"/>
	My Restaurant Name Is Long	Thin Client POS	MOB012@REST1.enactor	Mobile 12 @ REST1 enactor	<input type="checkbox"/>
	My Restaurant Name Is Long	Thin Client POS	MOB013@REST1.enactor	Mobile 13 @ REST1 enactor	<input type="checkbox"/>

At the bottom of the table, there are navigation controls: 'Page 1 of 3', 'Page Size 10', and a 'Create a new Device' button highlighted with a red box.

To create a new Device, select **Create a new Device** and enter a unique device ID. This 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 @ REST1 enactor

Host Name*

127.0.0.1

Http Port*

8080

RMI Port*

3099

Type*

Master POS

Location

My Restaurant Name Is Long

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 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.

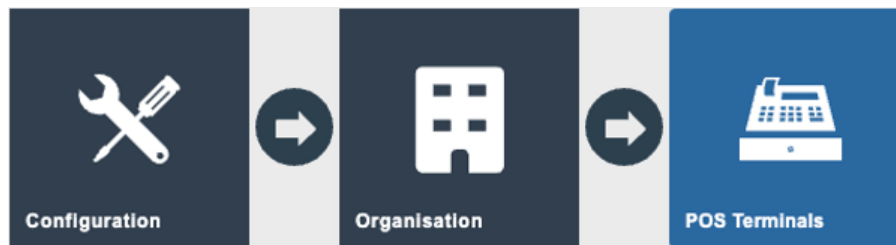
POS Terminal Configuration

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.

POS Terminals

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



POS Terminal Maintenance

Region: [Dropdown] Hide

Location: My Restaurant Name Is Long [Dropdown]

Device ID: Starts With [Dropdown] [Text Field]

Apply Filters Reset Filters

	Terminal Number	Device ID	Description
	9	MOB01@REST1.enactor	MOB 1 @ Restaurant
	33	MOB02@REST1.enactor	MOB 2 @ Restaurant
	10	MOB03@REST1.enactor	MOB 3 @ Restaurant Tablet
	6	MOB04@REST1.enactor	MOB 4 @ Restaurant Table Order
	99	PDP@REST1.enactor	PDP@REST1.enactor
		PDP@REST1.enactor	PDP 1 @ Restaurant

Page 1 of 2 Page Size 10

+ Create a new POS Terminal

To create a new POS Terminal, select **Create a new POS Terminal**.

POS Terminal Maintenance

You are adding a new POS terminal, please enter the ID:

Device ID: POS 1 @ Restaurant [Dropdown]

Template: Standard Restaurant POS Terminal Templ. [Dropdown]

Back **+ Create**

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

Form 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.

Select **Create**.

*Only one device can be associated per 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**.

General Tab

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

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

Configuration	Description
Description	Enter POS Terminal description. This mandatory field can contain up to 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.

Peripherals Tab

Peripherals Tab provides Input and 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.

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.

POS Terminal Maintenance

Save Cancel

You are editing POS terminal for device ID 'POS01@REST1.enactor' at store 'My Restaurant Name Is Long'

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

General Receipt Locales Cards Inventory Sundry Flags Email Reports

Primary Receipt Res Std Receipt Template 48

Page Printer Primary Receipt -

Combined Card Voucher/Receipt Rest Combined Receipt & Card Voucher 48

Additional Receipt 1 Res Additional Receipt Template 48

Additional Receipt 2 Res Additional Receipt Template 48

Gift Receipt per Item -

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

Configuration	Description
Primary Receipt	Select Res Std Receipt Template 48 from the drop-down list.
Combined Card Voucher/Receipt	Select Rest Combined Receipt & Card Voucher 48 from the drop-down list.
Additional Receipt 1	Select Res Additional Receipt Template 48 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 Res SplitBill Template 48 from the drop-down list.

User Interface Tab

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

User Interface Tab – General Tab

The screenshot shows the 'User Interface' tab in the POS Terminal Maintenance application. The 'General' sub-tab is selected, and the 'Display Launch Menu' checkbox is checked. The 'Default Launch Event' dropdown menu is also highlighted.

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	<p>This indicates the Launch Screen Event that allows a terminal to display a specific function. This avoids the need for the user to select a function like 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.</p> <p>The following launch events are supported:</p> <ul style="list-style-type: none"> • SelectTable: Will display the Table Mode View • BarOrder: Will display the Bar Mode View • SelectTakeaway: Will display the Takeaway Mode View • NonTableSaleReturns: Will display a view similar to retail where the transaction is not linked to any of the previous modes.
Operator Display Receipt List	Select the default and recommended option Res Operator Display from the drop-down list. This will ensure the POS Terminals Operator display is formatted correctly for the restaurant.

User Interface Tab – Branding / Style Tab

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

Save Cancel

You are editing POS terminal for device ID 'POS01@REST1.enactor' at store 'My Restaurant Name Is Long'

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

General **Branding / Style** Customer View

Operator View Parent Theme Restaurant

Operator View Theme Restaurant 1024x768

Operator View Style Sheet Sign On With Number Pad

Logo Image -

Sign On Logo Image -

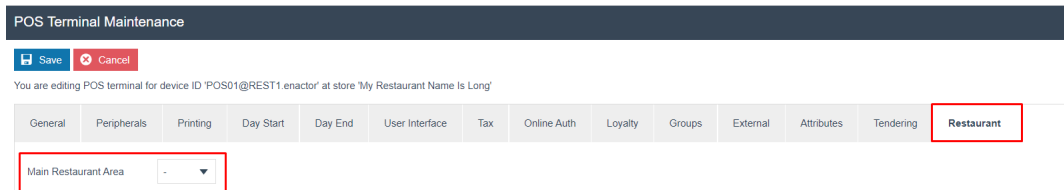
Sign On Background image -

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 Sign On With Number Pad . *This optional setting is applicable if you want to use a numeric keyboard on the sign on screen in the POS application.

Restaurant Tab

The Restaurant tab enables users 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 are 'Save' and 'Cancel' buttons. Below them, a message states: 'You are editing POS terminal for device ID 'POS01@REST1.enactor' at store 'My Restaurant Name Is Long''. A horizontal menu contains various tabs: General, Peripherals, Printing, Day Start, Day End, User Interface, Tax, Online Auth, Loyalty, Groups, External, Attributes, Tendering, and Restaurant. The 'Restaurant' tab is highlighted with a red box. Below the menu, the 'Main Restaurant Area' dropdown menu is also highlighted with a red box, showing a downward arrow.

Broadcasting

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

- Location
- 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 1.2

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	28/05/21	Thilini Sayakkara	Initial version
1.2	Updated	01/10/24	Lucas Andres Casas	Review