

## MENU PROGRAMMING

### Edit the menu

1. Backoffice
2. Point of sales control
3. Item

Sales items setup - Screens

[1] ENTREES	[11] LE LUNCH	[21] VINS BOUTEILLE	[31] FORMAT B.GAZEUSE
[2] SALADES	[12] ENTRÉES 2.00\$	[22] VINS VERRE	[32] REFERENCE B.GAZEUSE
[3] POISSONS/PATES	[13] BREUVAGES INCLUS	[23] BIERES	[33] PETIT B.GAZEUSE
[4] PATES	[14] MENU ENFANTS 2\$	[24] COCKTAILS	[34] GRAND B.GAZEUSE
[5] STEAKS	[15] Repas S	[25] CAFES GLORIEUX	[35] PICHET B.GAZEUSE
[6] BURGERS/SANDW.	[16] POUTINE	[26] BREUVAGES	[36] B.GAZEUSES
[7] MENU ENFANTS	[17]	[27] REMPLISSAGE	[37]
[8] POULET / COTES LEVEES	[18]	[28] BIÈRES MICRO	[38]
[9] DESSERTS	[19]	[29] SPIRITUEUX	[39]
[10] LES AILES	[20] DISCOUNTS	[30]	[40] Remarque bar

877

<< Previous    Next >>    Search...    Modify    OK    Exit

### Add an item

It is recommended to copy/past an existing item to reduce the risk of error.

Make sure the following points are the same for the existing item and the one to be created.

1. The Division Division (Ex : Pizzas)
2. The type of item (Ex : Regular)
3. The printer linked (Ex : Kitchen)
4. Remarks and popups
5. Order Status (Ex : Appetizer, main course, dessert)

### How to copy/past

1. Right click on the item
2. Start copy/selection
3. The item turns red
4. Right click on an empty box
5. **Past with item copy. Do not select Past item link**
6. Yes

### How to copy/past many items

1. Right click on the FIRST item
2. Start copy/selection
3. Right click on the LAST item
4. End copy/selection
5. Right click on an empty box
6. **Past with item copy. Do not select Past item link**
7. Yes

### **Add a new item category**

If you want to create a new category of item, you must create a new screen to our menu.

1. Point of sales control, sales, sales item.
2. Select an empty box
3. Type a description (ex : PIZZAS)
4. Save



To add an item to this new category:

1. Copy/past

OR

2. Program a new item (following steps)

### **Program a new sales item**

1. Pres on the category the item will be linked to
2. Select an empty box
3. Program the basic elements :

### CONFIGURATION

1. **Description**
2. **Division**
3. **Type**
4. **Regular price** and **Prices according to the mode**

### ORDERING OPTION

1. Printer #1
2. Enter the remarks if necessary
3. Enter the Pop-ups if necessary

### LINKS

1. Order status : Appetizer, main course, dessert (Beverages = appetizer)
2. Number of meal (see example next page)
3. PLU if an item is scanned
4. Check Picture and enter the name of the picture that is in //Veloce, WSDATA, WIN, ICONS (if picture needed)



## Configuration

- **Name** (Description)
- **Division**
- **Type** of item
- **Type régulier**
- **Message (Free text)**
- **Prix**

## Ordering option

**Printer :** Up to 7 printer (Ex: bar, kitchen, dessert etc.)

The screenshot shows the 'Sales item' configuration window with the following sections:

- Tabs:** Taxes, Forced modes, Recipe, Bar interface, POS inventory, Included items, Variations. Sub-tabs: Configuration, Ordering options, Links, Options, Availability / schedule, Delivery, Preparation.
- Forced remarks:** A table with 5 rows (Remark#1 to Remark#5). Each row has a dropdown menu (all set to 'Nul'), a minus icon, and a 'Mod' checkbox.
- Printers:** A list of 7 printers (Printer#1 to Printer#7). Each has a dropdown menu (Printer#1-6 are set to '1.STARTERS', '2.MAIN', '3.DESSERTS', '4.SOFT', '5.BAR', '6.PIZZAS' respectively; Printer#7 is 'Nul'). There is a checkbox 'Enforce these printouts even if this is as a remark' which is currently unchecked.
- Popups:** A table with 2 rows (Popup#1, Popup#2). Each row has a dropdown menu (both set to 'Nul'), a minus icon, and a 'Mod' checkbox.
- Remarks by quantity:** A section with a label 'Remarks by quantity price table' and a dropdown menu. Below it, there is a '1.' label and a checkbox.
- Buttons:** 'Save' and 'Exit' buttons at the bottom right.

## Link

- **Number of meal : 0-1-2-3**

Starter : Always 0

Main: Most of the times 1

Exeption: club sandwich for 2

Dessert: always 0

The following options must be checked for every item

- ✓ Included on the TIP calculation
- ✓ Included on the TIP declaration
- ✓ Round function

Sales item#27 - HAM & CHEESE

Forced modes	Recipe	Bar interface	POS Inventory	Active prices	Included items	Variations
Configuration	Ordering options	Links	Options	Availability / schedule	Delivery	Preparation Taxes

**Misc.**

☒ On reports  
☒ On invoices  
☐ On readings  
☐ Decimal quantity  
☐ Ask for quantity on ordering  
☒ Included on the TIP calculation  
☒ Included in the TIP declaration  
☒ Round function  
☐ Full size invoice printing  
☐ Inventory direct link  
☐ Item in a package  
☐ Delivery printout without batch printing  
☒ Can compile on invoice  
☐ Red mode on invoice

**Kitchen**

☐ Red mode at kitchen  
☐ Large mode at kitchen  
☐ Compile at kitchen  
☐ Display color Black  
☒ On kitchen display orders summary  
☐ Summary only  
☐ Prepare time 1  
☐ Timer 1

☐ Screen link button color  
Black  
 R 0 G 0 B 0

## Availability/Schedule

It is in this tab that one chooses when the servers can have access to the item of sale. Thus, a sales item that would be available only during the 4 to 7 would not be available. An item may be available by mode or by day. It is important to make sure that the box available at the top of the tab is checked.

Sales item#1 - S. AFTER 8

Forced modes	Recipe	Bar interface	POS Inventory	Active prices	Included items	Variations	
Configuration	Ordering options	Links	Options	Availability / schedule	Delivery	Preparation	Taxes
<input checked="" type="checkbox"/> Available							
Modes per week day							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1.MORNING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.AFTERNOON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.HAPPY HOUR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.EVENING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Per price level							
1.	<input checked="" type="checkbox"/>						
<div>Available</div> <div>Not-Available</div>							
<div>Delete</div> <div>Profiles</div> <div>Save</div> <div>Exit</div>							

## Preparation

Veloce allows you to view the recipe of an item from a cashier. This option is often used for drinks, cocktails, etc.

In the preparation tab, enter the ingredients and then the technical sheet (the preparation method of the recipe)

To access the recipe on a cash register at the front, punch the sales item, click Special on the order screen and choose item recipe. On iPad, press 2 sec on the item.

The text boxes can be used for any other specifications.

Sales item#1 - S. AFTER 8

Forced modes	Recipe	Bar interface	POS Inventory	Active prices	Included items	Variations
Configuration	Ordering options	Links	Options	Availability / schedule	Delivery	Taxes

Ingredients:

1 OZ Vodka  
8 OZ Clamato

Procedure:

Pour the Vodka first, then ...  
.....  
.....  
.....

Delete Profiles Save Exit

## **Create kitchen remarks**

If the cook needs more information than the item description, it is possible to create kitchen remarks. (ex: cooking, salad or fries)

### To enter more than one modification at the time

1. Point of sales control, item
2. Select an empty box (at the end)
3. Enter the name of the remark (ex : cooking).

### Create the items

1. The name of the remark (ex: Rare)
2. Division (Kitchen remark)
3. Le Type (remark)
4. Price (0\$ if not an extra)
5. The printer will be automatically linked to the item

To link the remark to the item, you must select the item. In Ordering options, select the remark

Sales item#21 - CAKE

Forced modes   Recipe   Bar interface   POS Inventory   Active prices   Included items   Variations

Configuration   Ordering options   Links   Options   Availability / schedule   Delivery   Preparation   Taxes

Forced remarks

Remark#1	Remarks VitWater (30)	...	<input type="checkbox"/> Mod
Remark#2	Nul	...	<input type="checkbox"/> Mod
Remark#3	Nul	...	<input type="checkbox"/> Mod
Remark#4	Nul	...	<input type="checkbox"/> Mod
Remark#5	Nul	...	<input type="checkbox"/> Mod

Printers

Printer#1	2.MAIN
Printer#2	Nul
Printer#3	Nul
Printer#4	Nul
Printer#5	Nul
Printer#6	Nul
Printer#7	Nul

☐ Enforce these printouts even if this is as a remark

Popups

Popup#1	Nul	...	<input type="checkbox"/> Mod
Popup#2	Nul	...	<input type="checkbox"/> Mod

Remarks by quantity

1. ☐

Remarks by quantity price table

☐

Delete   Profiles   Save   Exit

- Up to 5 remarks
- The remarks are asked in the same order that
- It is possible to edit a remark in a remark



## Create a popup

1. Point of sales control, Sales, popup windows
2. Select an empty box
3. Name the popup (ex: topping)
4. Enter the number of choices (1-10)
5. Enter the number of free choices
6. Enter the division

Popup window#1 -

Configuration Selection Links

Description: Topping

Number of selection allowed: 10

☒ Print at the kitchen

☐ Print on reports

☐ Print on readings

Division: PANINIS - [3]

Price calculation

☒ Number of free selections: 4

☐ Number of free repeats: 0

☐ Minimum price: \$0.00

Delete Save Exit

7. In Selection, enter the popups (with sauce, without onions, etc)
8. Add a price if necessary (check the taxes)

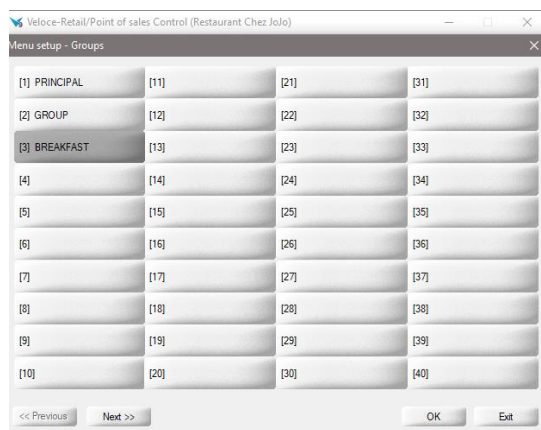
## Link the popup to an item

1. Point of sales control, item
2. Select the item
3. Ordering options
4. In section Popups, choose the one you created for the item.

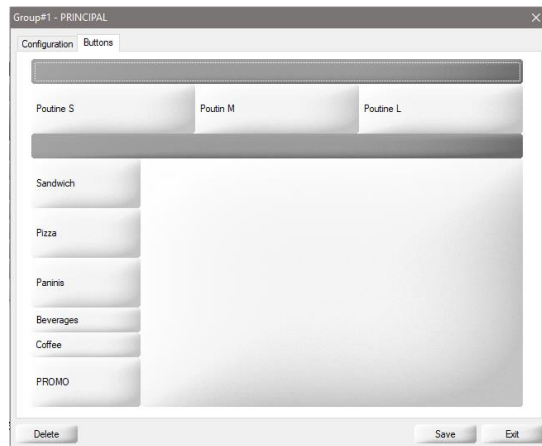
## Link item to the waiter screen

Groups and Keys: The groups are the menus on the POS screen that the waiters use to punch the sales items. It is in the part of the Back Office we can choose the color and size of the keys as well as their location on the screen. Many menus can be created: Breakfast menu, Group menu, Bar menu, etc. The groups can automatically change according to the day modes. **The keys are found in the groups and can be linked to a menu or to an item.**

### GROUPS



### KEYS

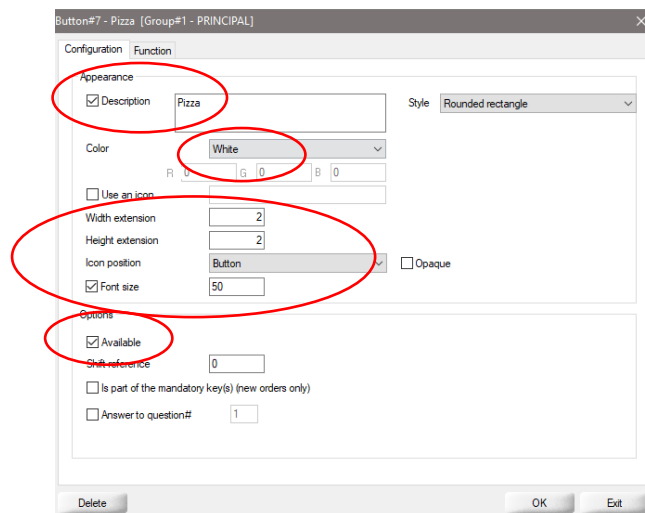


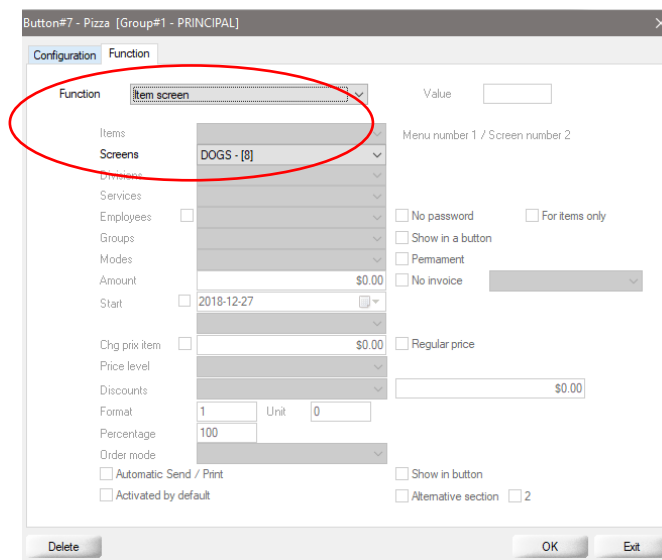
### Create a group

1. Point of sales control, Sales, Groups and keys
2. Select an empty box
3. Name the groupe (ex : Principal)
4. Enter the number of key (rows and columns)
5. Press Keys
6. Select a free key
7. Configure the key

### Configure a group of keys

1. Select an empty box
2. In Configuration, check description and enter the name of the key
3. Choose the color of the key
4. Select the size of the key
5. Check Available
6. In Function, choose item screen
7. In Screens, select the item screen





## Programming of employees

### Terminology

**Personal files:** The personal file contains the personal information of each employee. Access code, password and function.

**Function files:** Function files are to set the access according to the category of employee. Function files has to be general. Here, cooks, dishwasher or any other function in the kitchen will all be called Kitchen. Titles will be detailed in Tasks.

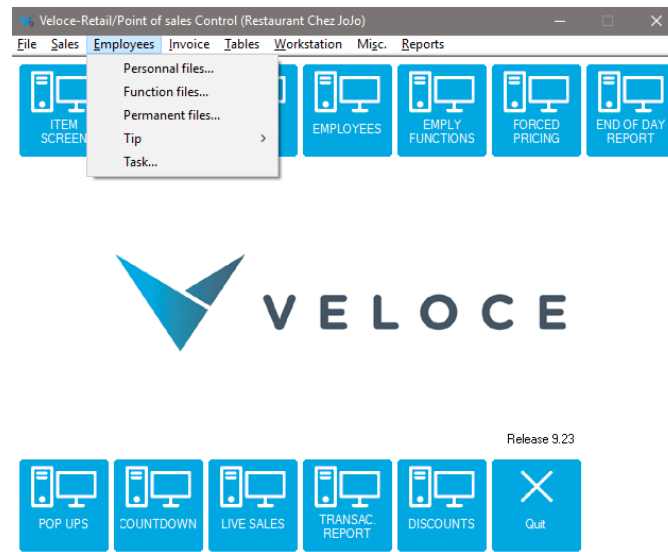
Manager, waiter, bar, kitchen.

Managers have more access than other employees.

**Permanent files:** A permanent file stays in the system even for an employee that does not for you anymore. These records allow you to track information about tips, employee sales, and other important information. For permanent files to be registered, the employee's social insurance number must be entered.

**Tasks:** This feature allows you to program the job descriptions of your employees in your institution. Tasks can be useful if you use the timestamp module or if you use group / team tip reporting.

**Tip:** From this point, you can develop tallying systems for tip teams, make tips and even post redistributed tips. These functions will be explained later.



## Configure employee functions

When you set up an employee type, for example, the server function, this one will be used for all servers. So, all the servers will have the same functions and access. If you want some employees to have more access to the system, you will need to create different employee functions, such as server, manager, supervisor, bar server, and so on.

1. Point of sales control, Employees et Function files
2. Select an empty box
3. Enter the description (ex : waiter, kitchen, manager)
4. Select the employee type
5. Select the task
6. Ok

**Note :** It is important not to move an employee file box or you will lose all the data related to this box (sales, time clock data...)



Employee function#1 - WAITERS

Reading	Reading format	Modes	Operations	Tips	Reports	Table management
Cash drawer management	Status screen	Bar interface	Delivery	Time and attendance	Inventory	E.F.T.
Description	Access	Operator / assignator	Ordering screen	Special button	Invoicing	Functions
						Keys / Groups

Description:

Employee type:

Task:

→ Description: Enter the employee function

#### Employee type:

- **None:** If you assign this function to an employee, he won't be able to use any function in the system.
- **Cash clerk:** If you assign this function to an employee, he will only be able to cash the waiter's bills.
- **Driver:** If you assign this function to an employee, he will have access to driver functions (Only available with the Delivery module).
- **Hostess:** If you assign this function, the employee will be able to check the status of the tables in your institution and assign the tables to the servers.
- **Waiter:** If you assign this function to the employee, he will be able to use all the features offered to the servers.
- **Bar waiter:** If you assign this function to an employee, this employee will automatically cash all invoices during the bar service.
- **Head waiter:** If you assign this function to an employee, he will be able to use all the functions offered to the servers and will have access to all the tables of the other servers.
- **Manager:** If you assign this function to an employee, he will be able to use all the functions offered to the servers and will have access to all the tables of the other servers and the functions of the management types.

Tasks: Enter the employee's task that can be used in the timestamp module. (Tasks must be pre-programmed)

### Access

Check the appropriate boxes for the employee function

Voids: If you enable this feature, the server will have access to undo. A coupon will be printed upon cancellation. On this coupon, a justification will be requested in the same way by the authorization of the analysis for coupon printing must also be checked.

### **Set up the employee personal files**

In the POS control module, go to Employee then select Personal files.

1. Select an empty box
2. Enter Employee Information in the Point of sales files
3. Press Copy information to fill the Permanent file spaces

Employee#1 - Jojo

Personal Configuration Links Function - 1 Function - 2 Function - 3 Function - 4 Function - 5 Availability Holidays

**Point of sales file**

Name: Jo Test

☒ Public name: Jo

Telephone: (111)111-1111

SIN/SSN:

Address: 111 apple street

Code: 3 ☐ Disabled

Password: 982

**Permanent file**

Name: Jo Test

Telephone: (111)111-1111

Address: 111 apple street

Hiring date: 2019-01-22

Birth date:

Copy informations

Delete Save Exit

Name: Enter the employee's name

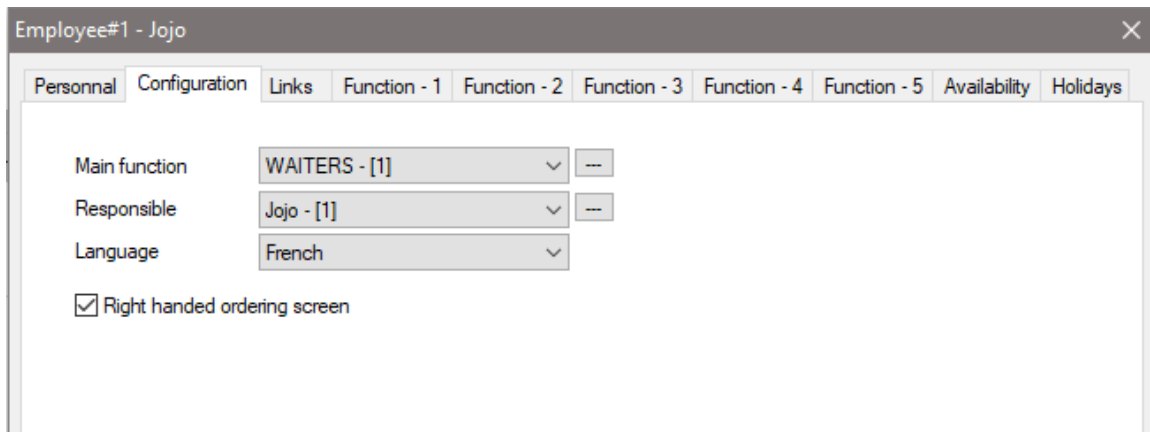
Public name: The name that appears on the bills

Code: The code consists of 4 digits and must not begin with 0 and must not be 9999. If the employee does not want 4 digits in his code, the only other code of less than 4 digits that can be put is the number of the button where the employee is registered (eg if the employee is the button 12 in the personal files, he could choose 12 as a code or choose a code of 4 digits at his choice.)

Password: The password is composed of 3 digits. The employee can choose his own password. You can also enter the first 3 digits of the employee code if you want to facilitate the memorization of the password.

Select the configuration tab

4. Enter the main function
5. Enter the responsible
6. Select the language Select the right-handed screen if the employee is right handed.
7. Save



Employee#1 - Jojo

Personal Configuration Links Function - 1 Function - 2 Function - 3 Function - 4 Function - 5 Availability Holidays

Main function WAITERS - [1] ---

Responsible Jojo - [1] ---

Language French

☒ Right handed ordering screen



Link tab

8. Select the department
9. Select the cash drawer
10. Select the redirection table
11. If the employee can only use one workstation, select the appropriate one
12. Select the tables or the section(s) the employee will have access to

Function - 1

13. Enter the task of the employee
14. Select his function

The other tabs are to be completed if the employee occupies more than one function

**Set up a permanent file**

The use of the permanent record is very important since it allows you to trace all the files of employees who worked in your establishment. If you do not use the permanent folder, you will have no information in the VELOCE employee file. A social insurance number is required to create a permanent file.

1. In the POS Control module, go to employee tab then Personal file.
2. Select an employee
3. Enter the employee's information
4. Make sur the Social security number is correctly registered
5. Save

**Set up tasks**

1. In the POS Control module, go to employee tab then Tasks
2. Select an empty box
3. Enter the description of the tasks
4. Save



## Set up tip declaration


If you want your employees to use the "tip declaration" function, you must give them access as an employee.

1. In the POS Control module, go to employee tab then Function file
2. Select the employee type
3. Hit the Tips tap
4. Check Tip declaration
5. It is also possible to force the tip declaration by checking "Before shift closure)
6. Save

## Set up a tip team

To set up a tip team, make sure you have previously created your employee tasks.

1. In the POS Control module, go to Tip, then Scoring system
2. Select an empty box
3. In the Description tab, name your tip team (eg Team # 1, normal service, reception service etc.) and click Available
4. Save



Scoring system#1 -

Configuration Scoring

Description Team #1

☒ Available

5. Go to scoring tab
6. Select the tasks that will have access to tips
7. Enter the Score they will have for their tips
8. Save

The score is used to determine tips shared between employees. For example, if you divide the tip into 5 points

- 3points to waiters
- 1point to kitchen
- 1point to runners

If the total tips are \$ 500.00 that night, then 1 point equals \$ 100

- Waiters will share: 3 points X \$ 100.00 = \$300.00
- People in the kitchen will share: 1point x \$ 100.00 = \$ 100.00
- Runners will share: 1 point x \$ 100.00 =\$ 100.00

Note: it is impossible to give 1.5 points, only whole numbers.

Task	Score	Task	Score	Task	Score
<input checked="" type="checkbox"/> WAITER	3	<input type="checkbox"/> Tache#1	1	<input type="checkbox"/> Tache#1	1
<input type="checkbox"/> BARTENDER	1	<input type="checkbox"/> Tache#2	1	<input type="checkbox"/> Tache#2	1
<input checked="" type="checkbox"/> KITCHEN	1	<input type="checkbox"/> Tache#3	1	<input type="checkbox"/> Tache#3	1
<input checked="" type="checkbox"/> RUNNER	1	<input type="checkbox"/> Tache#4	1	<input type="checkbox"/> Tache#4	1
<input type="checkbox"/> BUSBOY	1	<input type="checkbox"/> Tache#5	1	<input type="checkbox"/> Tache#5	1
<input type="checkbox"/> MANAGER	1	<input type="checkbox"/> Tache#6	1	<input type="checkbox"/> Tache#6	1
<input type="checkbox"/> Task#7	1	<input type="checkbox"/> Tache#7	1	<input type="checkbox"/> Tache#7	1
<input type="checkbox"/> Task#8	1	<input type="checkbox"/> Tache#8	1	<input type="checkbox"/> Tache#8	1
<input type="checkbox"/> Task#9	1	<input type="checkbox"/> Tache#9	1	<input type="checkbox"/> Tache#9	1
<input type="checkbox"/> Task#10	1	<input type="checkbox"/> Tache#10	1	<input type="checkbox"/> Tache#10	1
<input type="checkbox"/> Tache#11	1	<input type="checkbox"/> Tache#11	1		
<input type="checkbox"/> Tache#12	1	<input type="checkbox"/> Tache#12	1		
<input type="checkbox"/> Tache#13	1	<input type="checkbox"/> Tache#13	1		
<input type="checkbox"/> Tache#14	1	<input type="checkbox"/> Tache#14	1		
<input type="checkbox"/> Tache#15	1	<input type="checkbox"/> Tache#15	1		

### Disable an employee folder

1. In the POS Control module, go to employee tab then select Personal File
2. Select the employee to disable
3. Check Disabled next to the employee code
4. Save

Note: Do not destroy the employee, since you will lose all his information (sales, time stamp etc.). It's better to use all the buttons available for your employees before you start destroying them.

## INVOICES

### Set up discounts

1. Point of sales control, invoices, discounts
2. Select an empty box
3. In Configuration, enter the name of the discount
4. Select the type of discount

Discount#1 - ESC. EMPLOYÉ

Configuration | Availability schedule | Coupon items | Links

**Parameters**

Name: EMPLOYEE DISCOUNT

2nd name: EMPLOYEE DISCOUNT

Discount type: Percentage

☐ Fixed amount

☐ Fixed rate

Coupon value: 0

**Taxes calculations**

☒ Taxes on invoice

☒ After discount

☐ Before discount

☐ Tax included (calculated before tax)

☐ Tax included (calculated after tax)

Remove tax category: None

**Misc.**

☒ Unrestricted access

☐ Cash reconciliation

☐ Quality discount

☐ With reference

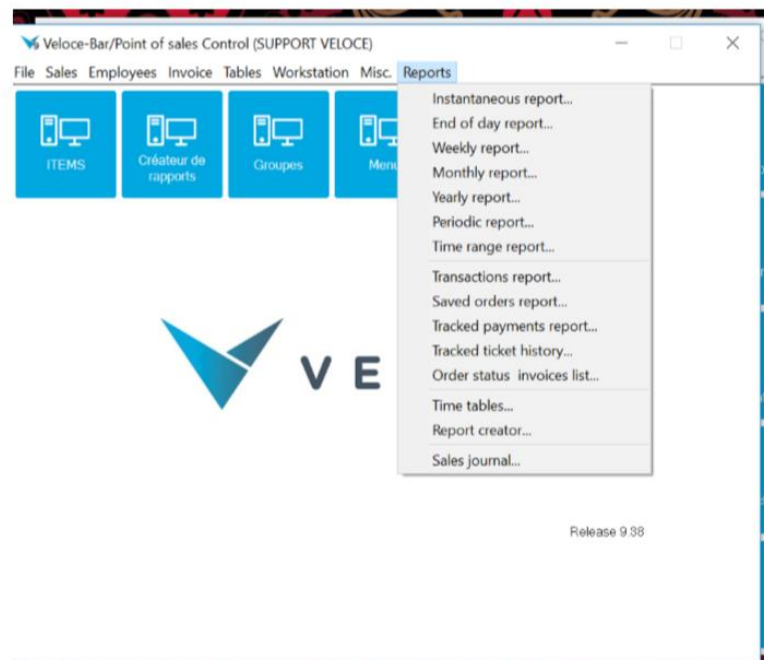
Delete Save Exit

## WORKSTATION SET UP

### Messages on workstation and invoices

1. Point of sales control
2. Workstation tab, workstation's set up
3. Select the workstation number 1
4. Go to Message tab
5. Enter the message that will appear on the workstation and the message that will appear on invoices.
6. Repeat for each workstation

### REPORTS



### **Print reports**

Instantaneous report : You will get a report of the current day

En of day report : You will get a report for a specific day

Last end of day : yesterday

Number of end of days earlier (1) : Before yesterday

(2) : Before before yesterday

Weekly report: You will get a report combining the data for a period of one week

Monthly report: You will get a report combining the data for a period of one month.

Annual report: You will get a report combining the data for a period of one year.

Periodic report: You will get a report with the same ranges as the pay period in the Time and attendance module.

Time range report: You will get a report based on the number of days and hours you indicate.

Transactions report: Create accurate reports on employees

### **Create your custom reports**

1. Select report creator
2. Press Add and name the report (short name)
3. In description, enter the detailed name of the report

Configuration tab: Define the scope of the report and the basic configurations

Sales tab: Determine the sales you want to see on your report.

Summaries tab: Get summaries of deposits, cancellations, tips and other stats

Taxes/discounts tab: Get a report that illustrates your taxes, discounts and freebies

Payment mode tab: You will be able to obtain a report on your methods of payment and paid-out.

Counters tab: If you have configured counters it is in this tab that you can configure the reports on them.

Time report tab: To have a report according to the time table, statistically or by activity (time tables must have been previously created)

Reconciliations tab: To obtain a report of your conciliations of workstations

Profits tab: To obtain a report according to the following criteria: profit per item, cost of labor or balance of your operations. (You must have the Time and attendance module



and/or the Inventory management module)

Delivery tab: To get a report on delivery statistics and summaries (You must have the Delivery module.)

Rentals tab: To obtain a sales report per employee of the renting done (you must have the Rental module)

Bar interface tab: To get a comparative report of bar products globally or by section (you must have Interface Bar module)

Annual tab: To obtain a sales report per month, per year

Weekly: To obtain a report per day of the week according to the need (sales, statistics, mode of payments, sales by mode, deposit journal.

### **Transpose your reports to Excel**

This configuration must be done if you want Veloce to export the reports in a format that can be opened by Excel

1. In the backoffice, go to Setup/Utilities
2. System configuration
3. In Misc. Tab, checkreport exportation
4. Save

From this point, when you generate a report, it will automatically be exported to a folder.

Here is the folder path : **C:/veloce/EXPORTS/CSV**

1. In the folder, right click on the desired report. Choose Open with Excel.
2. Select the first column of the document by pressing box A
3. Go to Data tab and press Convert
4. Press the pop-up that appears
5. Check that the Tab and Comma options are checked in the next pup-up
6. Press Finish

