

POSERA

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Manager – Screens and Lists

Document version 1.0

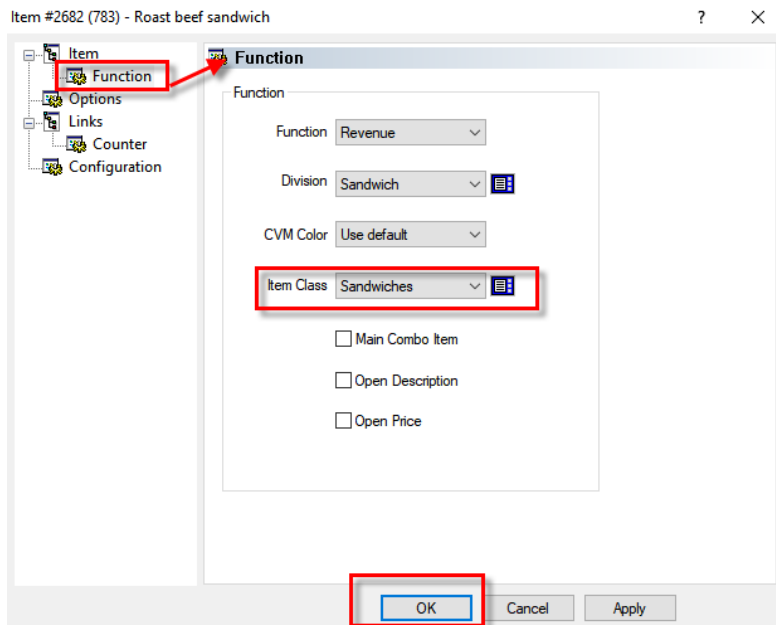
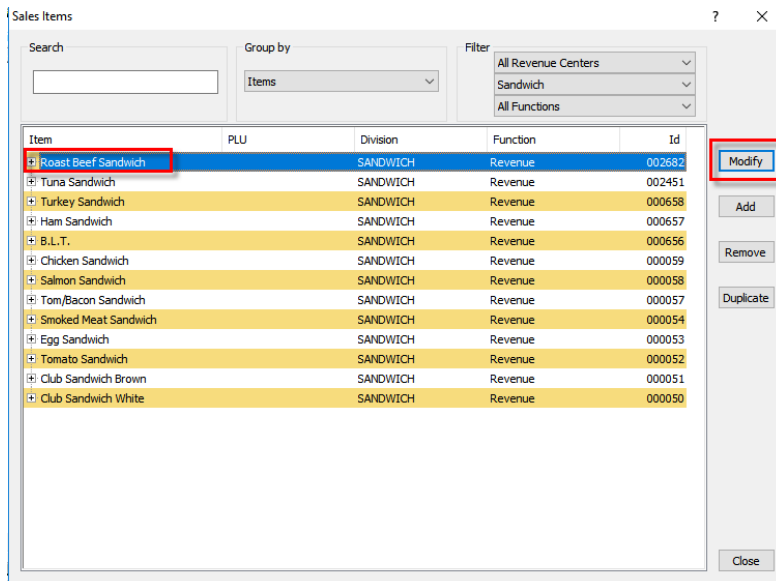
In the Screens and Lists section you will learn all the steps to complete the following:

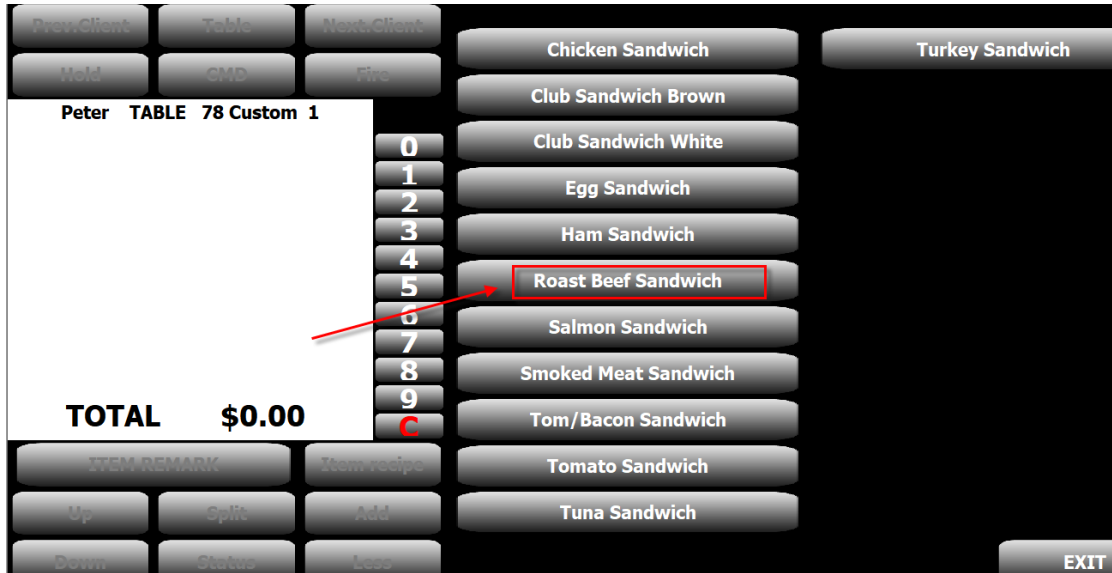
- **Adding item to item class**
- **Adding item to variable list**
- **Adding item to preferential screen**

Adding Item to Item Class

Item classes are used to group like-items together. If you are using item classes – once you duplicate an item in the same class you are able to access it at Front of House, either from a Variable List or Preferential Screen.

Item Classes are assigned within the item



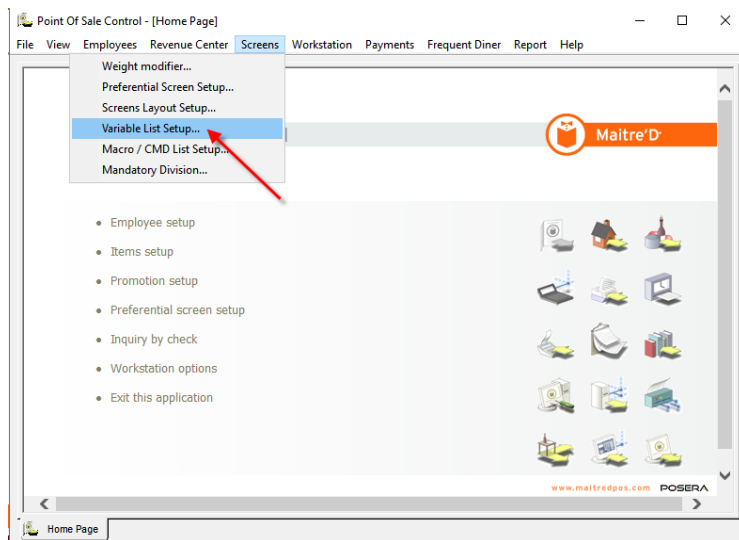


For more information on Item Class set up refer to the Full Back Office manual.

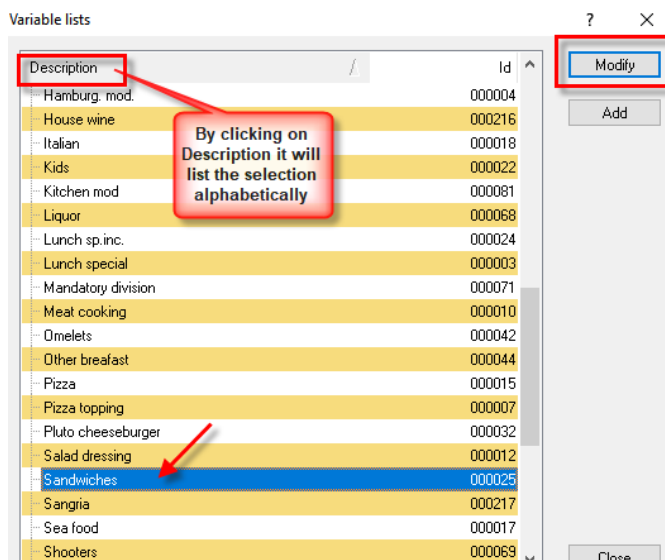
Adding Item to Variable List

Variable Lists are used to group like items together. They are used on preferential screen screens and for weight modifiers.

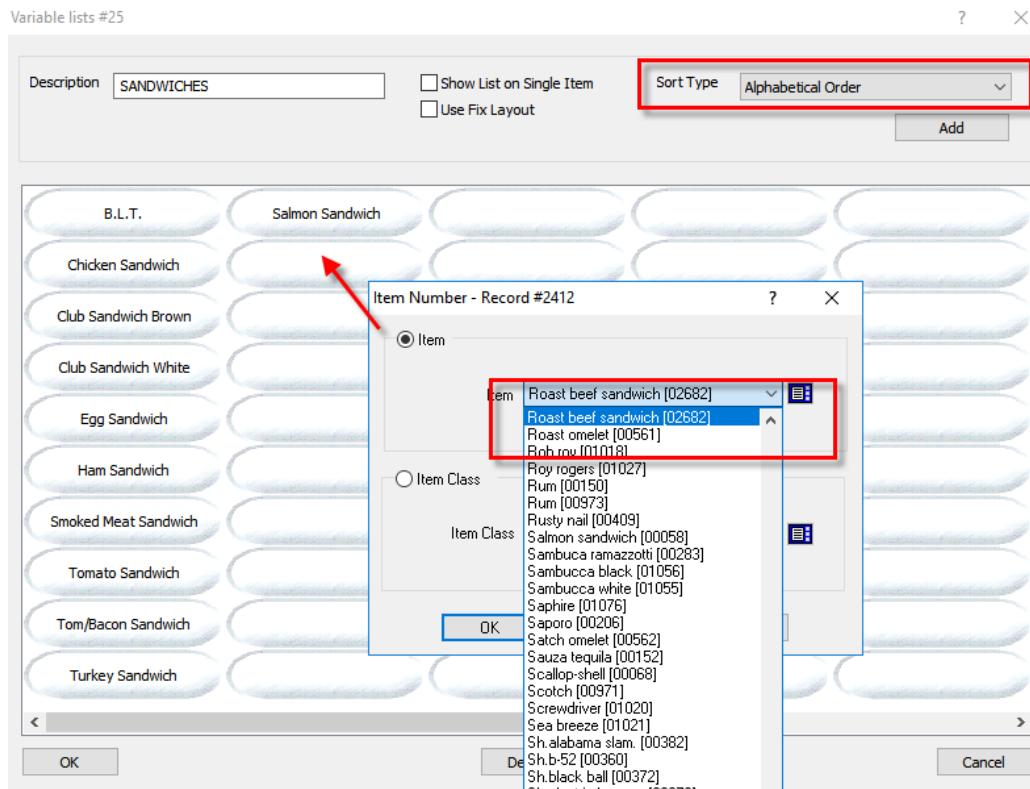
Variable List setup is allowed under Screens in POS Control



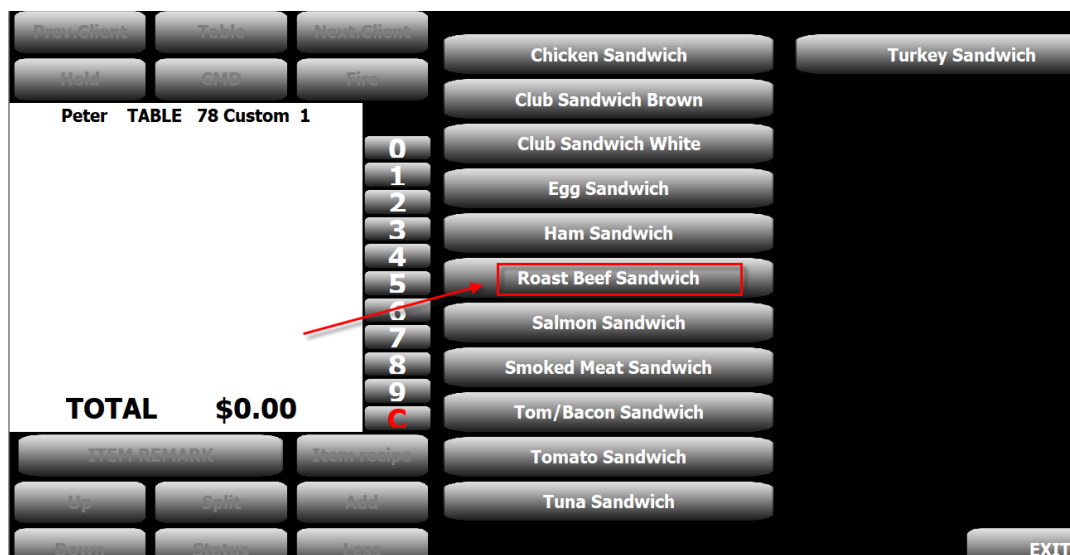
Select the variable list you would like to add your new item



Select the empty place holder and type in item to bring to the new item you are adding.



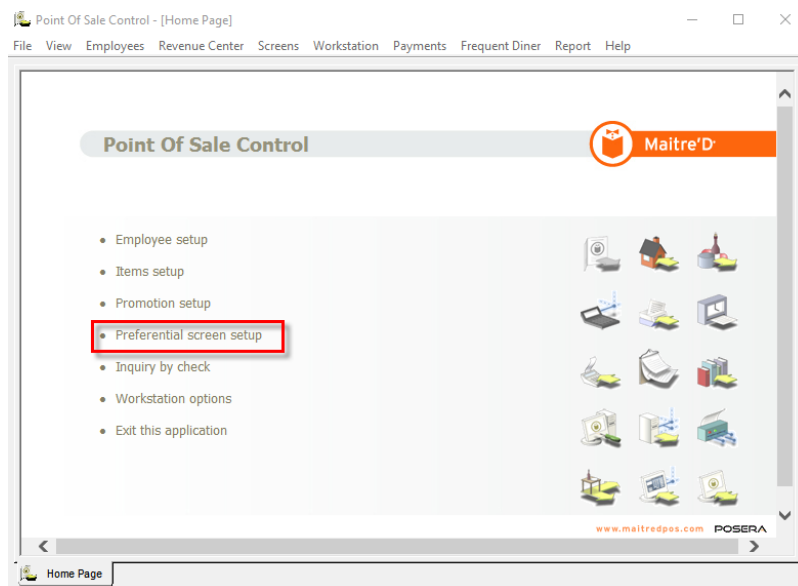
Once the item is on the Variable List it will be accessible from the Front of House



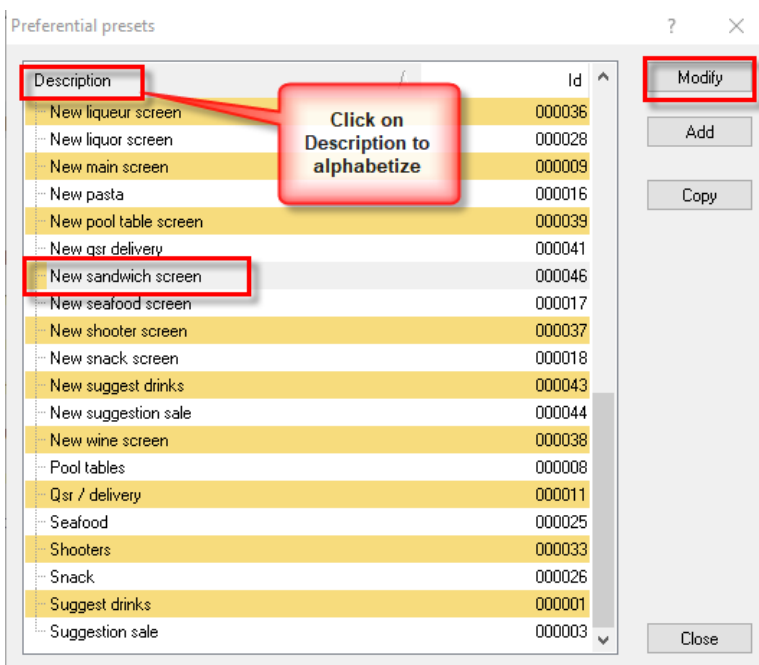
Adding an item to a Preferential Screen

Preferential screens are the menu screens seen at Front of House. They are made up from links to other screens, variable lists, item classes and items.

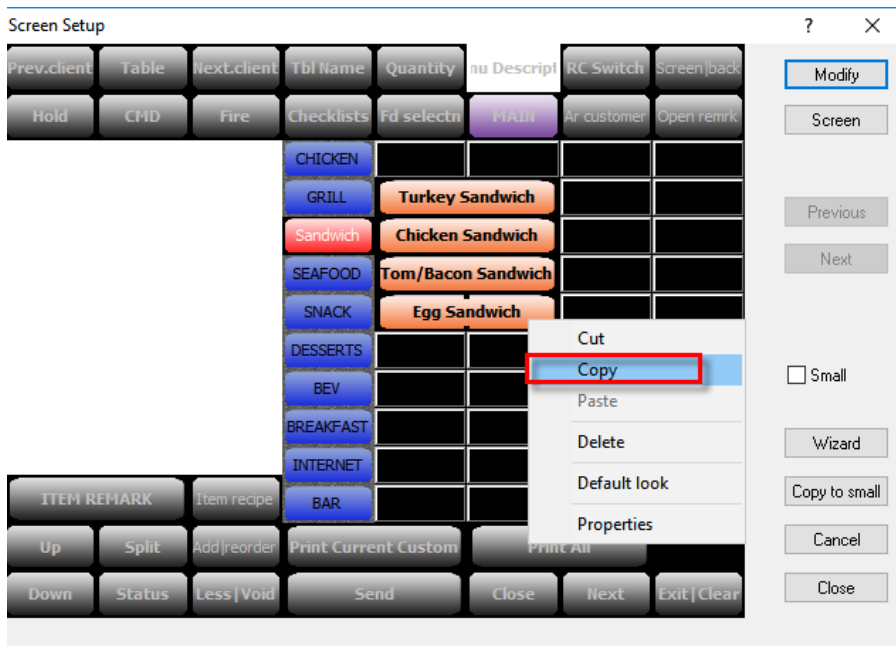
To add an item to a screen to go POS Control/Preferential Screen Setup



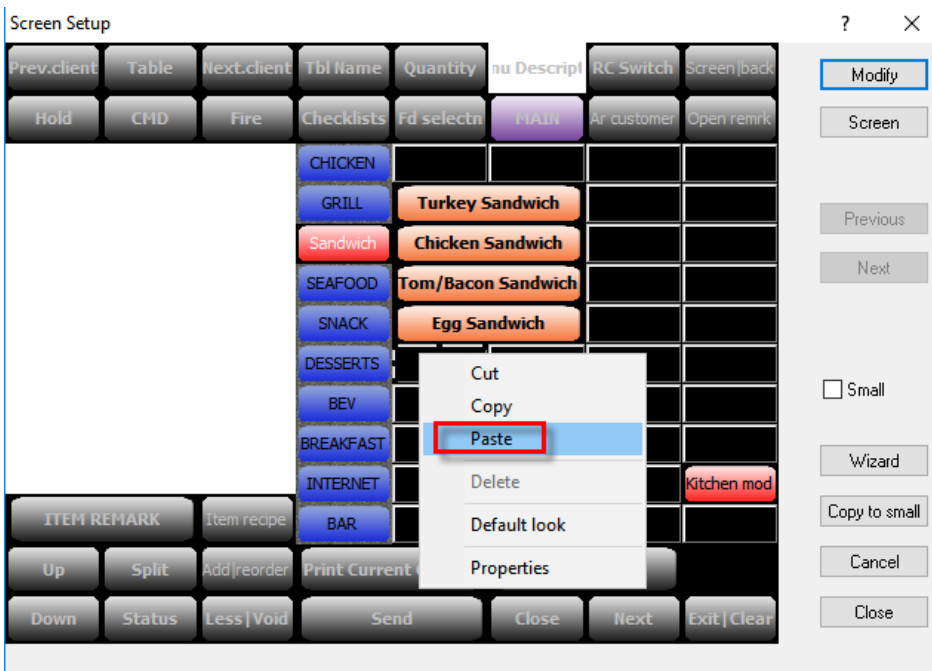
Select the screen you would like to add it the item



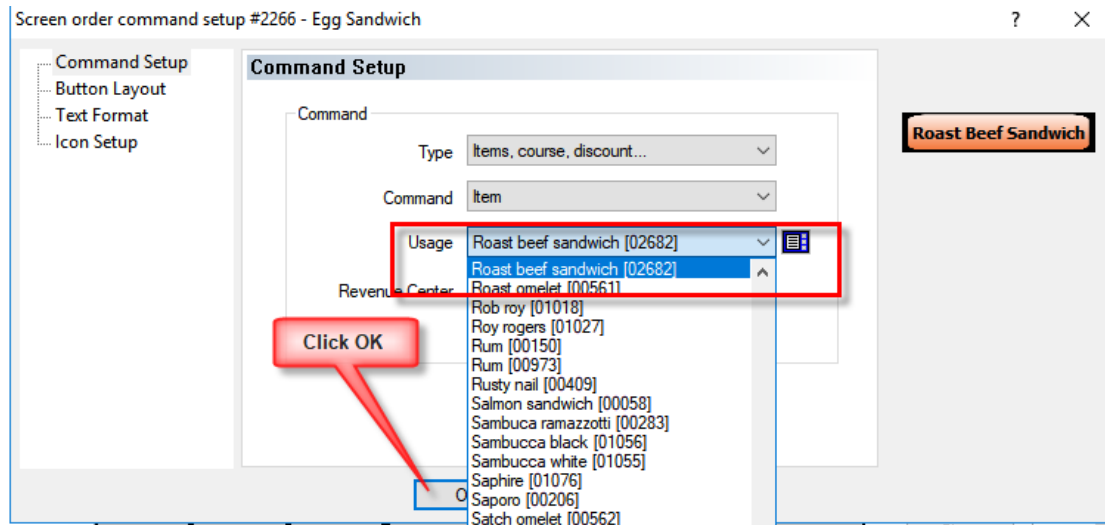
Select an item, right click and select copy – this will make sure that the key will look like the other buttons on the screen.



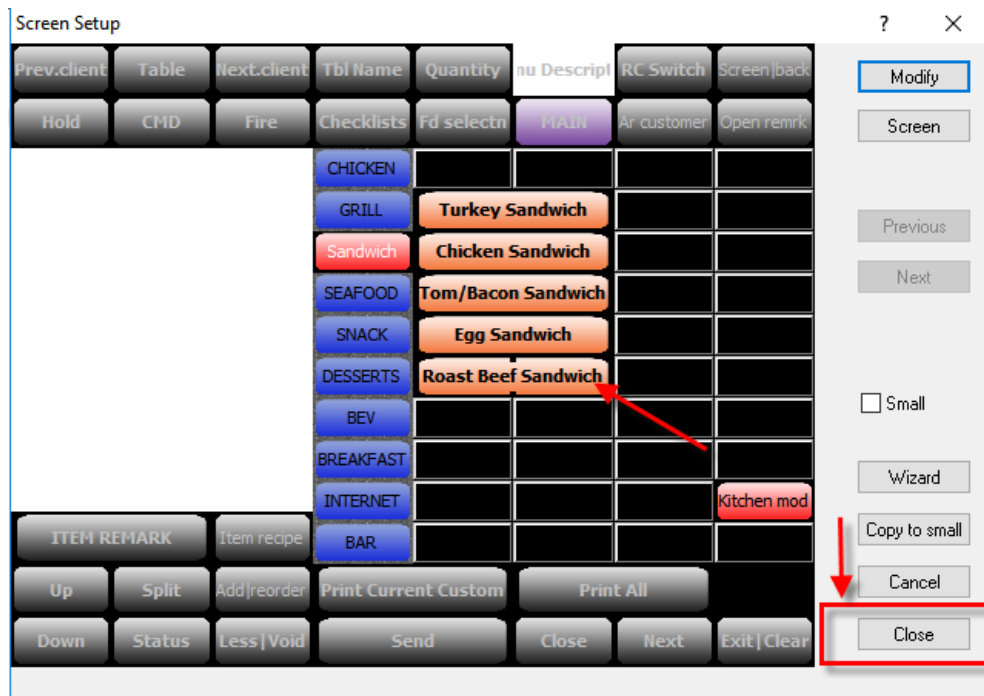
Decide where you want to place the item and select Paste



Double click to access the property of the key. Type the name of the item in the “usage” field to select the item.



Remember to select “Close” to save your changes



The item is now available at Front of House

The screenshot displays the Posera POS system interface. At the top, there are several control buttons: 'Prev Client', 'Table', 'Next Client', 'Tbl Name', 'Quantity', 'DINING', 'RC Switch', and 'Screen'. Below these are 'Hold', 'CMD', 'Fire', 'Checklists', 'FD SELECTN', 'MAIN' (highlighted in purple), 'AR CUSTOMER', and 'Open Receipt'. The main display area shows 'Peter TABLE 89 Custom 1'. A numeric keypad (0-9, C) is visible. The menu categories are listed in a central column: CHICKEN, GRILL, Sandwich (highlighted in red), SEAFOOD, SNACK, DESSERTS, BEV, BREAKFAST, INTERNET, and BAR. To the right of these categories, a list of sandwich items is shown: Turkey Sandwich, Chicken Sandwich, Tom/Bacon Sandwich, Egg Sandwich, and Roast Beef Sandwich (highlighted in red with a red arrow pointing to it). A 'Kitchen mod' button is located on the right side. At the bottom, there are buttons for 'ITEM REMARK', 'Item recipe', 'Up', 'Split', 'Add', 'Print Current Custom', 'Print All', 'Down', 'Status', 'Less', 'Send', 'Close', 'Next', and 'Exit'. The 'TOTAL \$0.00' is displayed in the bottom left corner.