

# QwickServe Cloud

# User Guide

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# QWICKSERVE CLOUD

### **Getting Started with QwickServe Cloud**

In this section, you will learn how to configure QwickServe Cloud settings.

To get more information about the general workflow on how to set up the QwickServe solution from the scratch, refer to the QwickServe Quick Start Guide.

### Managing QwickServe Users

All user management operations are performed on the C-Store Office side.

To introduce a new QwickServe user, follow the steps:

- 1. Create a CSO user.
- 2. Select the QwickServe role for the user.
- 3. Provide the user with the QS related permissions.

### **Creating CSO User**

First you create the user and then you provide access to QS related permissions when editing the user.

To create a new C-Store Office user:

1. Go to Settings > Employees.

		2174	~ •
GENERAL ×	TAGS 👻	COMPANY ~	👗 Admin
Employees	Companies	Classes	Profile
Roles	Divisions	Chart of Accounts	Mail (0)
Locations	Custom	Account Series	Tickets
Competitors	Customer	Transaction Assignment	Home Page Settings
Setup Taxation		Bank Statement Assignment	
Loyalty		Export Settings	
EDI Setup		Clock In/Out	

- 2. Click New, specify the following user information and then click Save:
  - o First Name
  - o Last Name
  - PIN. This PIN will be used as the Administrator PIN to access the administrative interface of the QwickServe terminal. For more information, see QwickServe Self-Service Ordering Kiosk / Terminal (SSOT) Manual.
  - o Workplace (QwickServe station)
  - o Role

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### **QwickServe Roles and Roles Templates**

There are the following QwickServe related role templates available in the CSO:

- Prepstation. Provides access to the QS prepstation, where order goes from QS Terminal, QS Mobile or QS Embedded.
- QSEmbedded. Provides access to QS Embedded version of QwickServe embedded into the POS device.
- QS Driver. Provides access to QwickServe delivery driver features.
- Terminal. Provides access to the administrative interface of the QwickServe terminal.
  - To view the role templates, you need the system user's permissions.

To view the role templates and manager permissions within them, go to **Settings** > **General** > **Roles** > **Role Templates**.

₽ Role Templates list ☆				
⇔Template Id	⇔Template Name	⇔ls System		
11	Accountant	No		
1	Admin	Yes		
6	Assistant Manager	No		
7	Cashier	No		
24	DemoStation	No		
9	Dispatcher	No		
10	Driver	No		
100	Everything is available	No		
101	Everything is excluded	No		
3	Executive	No		
102	External User	No		
5	Manager	No		
8	Operator	No		
2	Owner	No		
23	PrepStation	No		
20	Programmer	Yes		
104	QS Driver	No		
25	QSEmbeded	No		
4	Supervisor	No		
21	Support	Yes		
22	Terminal	No		

For more information on roles, see the Roles Management Permissions section in Petrosoft Cloud Help.

### **Providing User Permissions**

To provide the user with the QS related permissions, follow the steps:

- 1. Select the user and then click **Edit**.
- 2. Click Advanced.

Edit Employee						
Employee Setup	Login JohnSmith			>	QwickserveQASmartPOS100 QwickserveQASmartPOS100 QwickserveQASmartPOS100	•
Login & Password Tax Information	New password			< »	QwickserveQASmartPOS400 QwickserveQASmartPOS800 QwickserveQARuby QwickserveQASapphire	
Forms Signed Employment History	Repeat new password	<b>*</b>	-	<b>«</b>	QwickserveQAPassport QwickserveQAEmbedded	- 1
Training	Interface	Role			*	- 1
	extended_interface •	Manager	¢ (/	Advanc	ed)	

3. Enable the QwickServe tag and then turn on the QwickServe components you want to provide to the current user.

Edit Employee	
Employee Setup Personal Data Login & Password Tax Information Forms Signed Employment History Training	<ul> <li>&gt;</li></ul>

### 4. Click Save.

The changes are automatically pushed to the QS terminal with the next terminal update.

### **QwickServe Menus**

You can work with the QwickServe menus on the following levels:

- On the account level
- On the station level
- At the KDU and SSOT devices

**O** To streamline the process of menu setup, you can use a menu template. For more details, see Working with Menu Template.

(i) To shorten the time for the menu setup, you may order the QwickServe Menu Build Service suggested by Petrosoft in addition to the food service solutions. Learn more and buy now.

### Working with Menus on Account Level

You can perform the following actions with the QwickServe menus on the account level:

- Creating New Menu
- Configuring Menu Basic Settings

- Copying Menu
- Deleting Menu
- Working with Menus List

#### **Creating New Menu**

To create a new menu, follow the steps:

- 1. In the **QwickServe** menu, click **Menu**.
- 2. Click the plus icon and then enter the name for the new menu.

Qwickserve	Menu	
Menu		New moou nome
Ingredients	+	New menu name
Recipe Items		
Sets		

- 3. Create the menu structure by adding categories and subcategories. For details, see About Menu Structure.
- Populate the menu categories and subcategories (if any) by items and recipe items. For details, see QwickServe Items.
- 5. Configure the menu settings. For details, see Configuring Menu Settings.
- 6. To apply the created menu to all locations on the account, click the Accept Changes button.

#### About Menu Structure

The QwickServe menu can have any hierarchy, according to the client's business logic. As a rule, it contains item categories and subcategories within them.

For example, you can create menu with two categories - 'Breakfast' and 'Lunch'.

Qwickserve	<	Menu	Setup	
Menu				
Ingredients	Reg	ular menu	l.	
Recipe Items				
Sets			Carlos -	
Promotions		+	70 S	
Terminal Management				
			Breakfast	Lunch





The 'Lunch' category, for example, can contain the following subcategories.

< Regul	ar Menu							
Lunch								G
Category Descriptio	n							
+		No.				CAS.		
	Sandwiches	Wraps	Salads	Flatbreads	Soups	Entrees	Noodles	

### **Configuring Menu Basic Settings**

You can configure the following menu basic settings on the account level:

- Editing Menu Name
- Adding or Changing Menu Theme
- Moving Menu Categories and Items

#### **Editing Menu Name**

To edit the menu name, follow the steps:

- 1. In the **QwickServe** menu, click **Menu**.
- 2. In the menus list, select the menu and then click its name.
- 3. Enter a new name for the menu.
- 4. Click any free area, to save the new menu name.

Qwickserve	Menu	
Menu		
Ingredients		
Recipe Items		
Sets		
Promotions	Search Q Sort by: Default ~ 1	0
Terminal Management	Regular Menu	_
Related Reports	Image: Second state state       • 2 Categories       • 0 Recipe items       • 3 Promotion         Image: Second state       • 0 Recipe items       • 0 Recipe items       • 3 Promotion	ons
Gross Profit		

#### Adding or Changing Menu Theme

To add a theme to the menu or change it, follow the steps:

- 1. In the **QwickServe** menu, click **Menu**.
- 2. In the menus list, select the menu and then click its image.
- 3. At the right of the menu image, click the **Themes** icon.

Regular Men 2 Categorie Themes	u es • <u>0 Recipe items</u> • <u>3 Promotions</u>
--------------------------------------	---

4. In the Themes list at the right of the page, select the theme and double-click it.

In case you need to add your custom theme to the menu, you can request it.

#### **Requesting Custom Menu Theme**

To request a custom menu theme, follow the steps:

- 1. At the right of the menu image, click the **Themes** icon.
- 2. At the bottom of the Themes list, click the Request Custom Theme button.

Menu	
	Themes
+	0
Search Q Sort by: Default V 11 C	Accept Changes
Regular Menu Constant and the second secon	
Cocktails	<u>Olocations</u>
	America     America     Request Custom Theme

3. Enter your theme description and then click the **Send** button.

Themes	
	Q
	Red
	Autumn
· ************************************	Green 🔻
Holiday lunches menu th	ieme.
	Send Cancel

#### **Moving Menu Categories and Items**

To move the categories within the menu and/or the items withing the menu categories, follow the steps:

- 1. In the **QwickServe** menu, click **Menu**.
- 2. In the menus list, select the menu and then double-click it.
- 3. Depending on what you want to move, do one of the following:
  - o To move the menu category, drag and drop it to the place you want.
  - To move the items within the menu category, double-click this category and then drag and drop the item to the place you want.

Moving menu categories	Moving menu items
< Menu	< Regular menu
Regular menu	Lunch
+ Breakfast Breakfast	Image: Ward of the set of t



### **Copying Menu**

To copy the menu, follow the steps:

- 1. In the **QwickServe** menu, click **Menu**.
- 2. In the menus list, select the menu and then click its image.
- 3. At the right of the menu image, click the **Copy** icon.

Qwickserve	Menu	
Menu		
Ingredients	L	
Recipe Items		
Sets		
Promotions	Search	Q Sort by:
Terminal Management		5
Related Reports		Regular Menu
Gross Profit	20 M -	2
Inventory		

- 4. Wait until the menu is copied.
- 5. (Optional) Change the menu name and then click any free area to save it. By default the copied menu is named *Original menu name* + *copy* +*copy number*.

$\begin{array}{c} \hline \\ \hline $	Regular Menu <ul> <li><u>2 Categories</u></li> <li><u>0 Recipe items</u></li> <li><u>3 Promotions</u></li> </ul>
	Regular Menu copy 1  • <u>Categories</u> • <u>Recipe items</u> • <u>Promotions</u>

### **Deleting Menu**

To delete the menu, follow the steps:

- 1. In the **QwickServe** menu, click **Menu**.
- 2. In the menus list, select the menu and then click its image.
- 3. At the right of the menu image, click the **Remove** icon.

Qwickserve	Menu	
Menu		
Ingredients		
Recipe Items		
Sets		
Promotions	Search	Q Sort by:
Terminal Management		5
Related Reports	·	Regular Menu
Gross Profit	送 AS 🗹 🕳	4
Inventory		3

### Working with Menus List

You can perform the following operations with the menus list:

- Searching for Menu
- Sorting Menus
- Refreshing Menus List
- Accepting Changes

### Searching for Menu

To search for a menu by its name, follow the steps:

- 1. In the **QwickServe** menu, click **Menu**.
- 2. Above the menus list, click the **Search** field and then start typing the menu name.

3. Only the menus containing the symbols in the search field will be displayed.



To clear the Search field, click the cross sign at the right of the field.

### **Sorting Menus**

To sort the menus list, follow the steps:

- 1. In the **QwickServe** menu, click **Menu**.
- 2. Above the menus list, in the **Sort by** list, select one of the following sorting criteria:
  - o Name
  - **o** Number of Locations
  - **o** Number of Categories
  - **o** Number of Recipes
- 3. At the right of the **Sort by** list, click the ascending/descending icon to sort the list by the selected criteria in ascending or descending order.



### **Refreshing Menus List**

To refresh the menus list, above the list, click the refresh icon.





#### **Accepting Changes**

To accept the changes in one or several menus on the account level, at the top right of the menus list, click the **Accept Changes** button.

ф био 0, биту биа ~11.07	Actual Changes
Seron Q, Sering have ~11.27 Sering	Accept Changes
Sect 0, Setty lane -11 C Accest	Accept Changes

### Working with Menus on Station Level

You can perform the following actions with the menus on the station level:

- Configuring Time Targeting Menus for Station
- Activating/Deactivating Menu for Station
- Filtering Stations List

### **Configuring Time Targeting Menus for Stations**

You can create different menus, for example the 'Regular' and 'Holiday' menus, and show them to your clients within specified periods of time during a day and/or a week. You can also configure different active menu periods for each station on your account.

The time targeting menus can be configured in the following ways:

- For one specific station
- For several stations at once

#### **Configuring Menu for One Station**

To configure the time targeting menus on the account's station, follow the steps:

- 1. In the **QwickServe** menu, click **Menu**.
- 2. At the right of the menu you want to activate, click the locations link.

Menu	
+	
Search         Q         Sort by:         Name         < 11	Accept Changes
Regular Menu See See See See See See See See See See	Olocations 1

**(i)** 

The number at the left of the locations link indicates the number of stations for which this menu is active.

- 3. Wait until the list of account's stations is uploaded.
- 4. Add the active period:
  - a. Move the mouse pointer over a location and then at the left of the **Period** column, click the plus sign.
  - b. Select the weekdays, during which the menu will be active.
  - c. Specify the hours of the selected weekdays, during which the menu will be active.
- 5. (Optional) In case you need more active periods, repeat step 4 as many times as you need.



The configured time targeting menu is only visible for the station when the menu is activated for this station. For details, see Activating/Deactivating Menu for Station.

The exclamation mark displayed in the Active column, at the right of the Active/Inactive icon, indicates that one or several active periods are not configured properly.

Menu											
Regular Menu											
Saved Filters • TBy: Location; 12:00 AM - 11:59 PM	<u>3 Promotions</u> Save Share Re	One period prop	or several ac s are not confi erly for the sta	tive gured tion.							
							-				
Location	Active		Period		Sun	Mon	lue	Wed	Thu	Fri	Sat
QwickserveQASmartPOS100-180	ტ 🖌	<u> </u>	07:45 AM	- 11:00 AM							
			06:00 AM	- 11:00 PM							
			06:00 AM	- 11:00 PM							
QwickserveQASmartPO5100-147	Ģ		+ 06:00 AM	- 07:30 AM							

### **Configuring Menu for Several Stations**

To configure time targeting menu for several stations at once, follow the steps:

- Open the locations list for the selected menu. For details, see steps 1-3 at Configuring Menu for One Station.
- 2. Select several locations.
- Add one or several periods for any selected location. For details, see steps 4-5 at Configuring Menu for One Station.



4. At the bottom right of the selected locations, click Update.

< Menu				
Regular Menu S S S S S S S S S S S S S S S S S S S	Promotions			
Saved Filters  TBy: Location; 12:00 AM - 11:59 PM	Save Share Reset			
	Active	Period	Sun Mon Tue Wed Thu Fri Sat	
QwickserveQASmartPOS100-lab	ሳ	+08:00 AM10:00 PM		
QwickserveQASmartPOS100-180				
QwickserveQASmartPO5100-147				
QwickserveQASapphire		Are yo	ou sure to apply changes for 3 location(s)? Update Can	cel

#### **Activating/Deactivating Menu for Stations**

You can activate or deactivate a menu for the stations in the following ways:

- For one specific station
- For several stations at once

#### Activating/Deactivating Menu for One Station

To activate or deactivate a menu for a specific station, follow the steps:

- 1. In the **QwickServe** menu, click **Menu**.
- 2. At the right of the menu you want to activate, click the locations link.

Menu		
+		
Search	Q Sort by: Name Y 11 C	Accept Changes
	Regular Menu <ul> <li><u>2 Categories</u> = <u>0 Recipe items</u> = <u>3 Promotions</u></li> </ul>	<u>Olocations</u>

- 3. Wait until the list of account's stations is uploaded.
- 4. Make sure the active period is configured for the station. If not, first configure it. For details, see Configuring Time Targeting Menus for Station.



5. In the Active column, click the Active/Inactive sign for the station.

Menu											
Regular Menu 2 Categories • <u>0 Recipe items</u>	<u>3 Promotions</u>	The loc the active '	cation with Regular Mer	nu'							
Saved Filters TBy: Location; 12:00 AM - 11:59 PM	Save Share Reset		The loca the inactive '	ation with Regular Menu'							
Location	Active		Period		Sun	Mon	Tue	Wed	Thu	Fri	Sat
QwickserveQASmartPOS100-180	Q		07:45 AM	- 11:00 AM							
QwickserveQASmartPOS100-147	Ċ		06:00 AM	- 07:30 AM							

The number of locations for which the menu is active is displayed then in the menus list > menu > the locations link.

#### Activating/Deactivating Menu for Several Stations

To activate or deactivate a menu for a specific station, follow the steps:

- Open the locations list for the selected menu. For details, see steps 1-3 at Activating/Deactivating Menu for One Station.
- 2. Select several locations.
- Activate or deactivate any of the selected stations. For details, see step 5 at Activating/Deactivating Menu for One Station.
- 4. At the bottom right of the selected locations, click **Update**.

< Menu															
Regular Menu	Promotions														
Saved Filters   By: Location; 12:00 AM - 11:59 PM	Save Share Reset														
□ Location ↓	Active		Period			Sun	Mon	Tue	Wed	Thu	Fri	Sat			
QwickserveQASmartPOS100-lab	Q		08:00 AM	-	10:00 PM										
QwickserveQASmartPOS100-180	Ф		08:00 AM	-	10:00 PM										
QwickserveQASmartPOS100-147	Q	+	08:00 AM	-	10:00 PM										
QwickserveQASapphire					Are you	sure to	apply	chanį	ges for	3 loca	tion(s)	?	Update	Can	icel

#### **Filtering Stations List**

You can perform the following operations with filters in the locations list:

- Applying Filter
- Saving Filter
- Sharing Filter

- Resetting Filter
- Deleting Filter

### **Applying Filter**

To apply a filter to the locations list, follow the steps:

- 1. Above the locations list, click the filter sign.
- 2. Select one or several of the following filtering criteria:
  - o By select Location or Tag
  - o Locations select one or several locations from the list
  - o Active select Active or Inactive locations
  - o Time specify the filtering period
- 3. Click the **Apply** button.



You can also apply already saved filter by selecting it at the right of the filter sign, from the **Saved Filters** list. Fore more information on how to save a filter, see Saving Filter.

### Saving Filter

To save the applied filter, follow the steps:

- 1. At the right of the filter sign, click **Save**.
- 2. Enter the filter name and then click the check sign.

Back Regular Menu Categories • <u>0 Recipe items</u> • <u>5 Promotions</u>	,	Back Regular Menu Categories	5 Promotions	
Saved Filters		Saved Filters  TBy: Location; Locations: 3; 12:00 A	Qwickserve_Filter	✓ X
Location Active		Location	Active	
QwickserveQASmartPOS100-180		QwickserveQASmartPOS100-180		

The saved filter is displayed at the right of the filter sign, in the Saved Filters list.



#### **Sharing Filter**

You can share the link for the saved filter with other C-Store Office users.

To copy the link for the saved filter, follow the steps:

- 1. Apply the filter to the locations list. For details, see Applying Filter.
- 2. At the right of the filter sign, click **Share** and then click **Copy**.

< Back	
	<ul> <li><u>Action of the second s</u></li></ul>
Qwickserve_Fil 🔻	TBy: Location; Locations: 4; 12:00 A     Share
Location	Link: https://rc.cstoreoffice.com/front/Cso/index.html#qwicksen Copy Close
QwickserveQASma	artPOS100-180



#### **Resetting Filter**

< Back		
	Regular Menu <ul> <li>2 Categories</li> <li>0 Recipe items</li> <li>5 Pr</li> </ul>	omotions
Qwickserve_Fil 💌	TBy: Location; Locations: 4; 12:00 A St	are Reset
Location		Active
QwickserveQASma	rtPO5100-180	

To reset the applied filter, at the right of the filter sign, click **Reset**.

### **Deleting Filter**

To delete the saved filter, follow the steps:

- 1. At the right of the filter sign, click the **Saved Filters** list.
- 2. Select the filter you want to delete and then at the right of the filter, click the cross sign.

< Back	
<u> </u>	Regular Menu
	• <u>2 Categories</u> • <u>0 Recipe items</u> • <u>5 Promotions</u>
🎬 🚵 🕍 👞	
Saved Filters	<b>T</b> By: Location; 12:00 AM - 11:59 PM <b>•</b>
QS_Active_Stations	0.00
QS_Inactive_Stations	Active
Qwickserve_Filter	×

### Working with Menu Template

To streamline the process of menu setup, you can prepare a menu template. The menu template is a file in the XLS format. In the menu template, you can provide information about all items that you want to add to a QwickServe menu: recipe items, ingredients, sets, add-ons and so on. The populated menu template is then used to set up the menu in QwickServe Cloud.

1	A	В	C	D	E	F	G	н	1	J	К	L	М	N		
23	Menu Summary: Categories qty:															
4 5 6	Recipe items qty: Ingredients qty: Sets qty:															
7	Add-ons qty:															
9	Categories	Recip e PLUs	Recipe Items	Recipe Retail Price	PLU	Ingredients for Recipe Items (base items)	Portion Size	Measure Unit	Optional ?	Hidden ?	Unit Cost, USD	Total Amount, USD	Sets Included (choices)	Add-ons		
10	Category Name Templat	e 1 - "B	urgers"													
11	Category Description															1
12					1003	Hamburger Bun Reaf Patty	1,00	piece		hidden	\$ 0,20	\$ 0,20	Additional Items	Coca-Cola 20 oz Sprite 20 oz	A hamburger	
14	Sub-Category Name	1	Template Recipe 1 - "Hamburger"	1,69	1005	Onions	1,00	oz	optional		\$ 0,10	\$ 0,10			meat, usually	
15	(if needed)				1006	Pickles	1,00	0Z	optional		\$ 0,10	\$ 0,10				
17				31.95%								\$ 1.15				1
18					1003	Hamburger Bun	1.00	piece		hidden	\$ 0.20	\$ 0.20	Additional Items	Coca-Cola 20 oz		
19		2	Template Recipe 1 - "Cheeseburger"	1.99	1002	Beef Patty	1.00	piece			\$ 0.55	\$ 0.55		Sprite 20 oz	A cheeseburge	
20					1000	American Cheese	1.00	piece	optional		\$ 0.25	\$ 0.25				
22				19 70%	1007	Tomatoes	2.00	02	opuonai		\$ 0.10	\$ 1.20				
				55,70%								· 1,20				<u> </u>
	CON1	ENT	Full Menu Version Sets PB	Items Sur	nm	ary Add-ons 🛛 🕂										

To download a menu template, go to Petrosoft Cloud Help > QwickServe > Downloads: QwickServe.

### **General Workflow**

The main workflow for using the menu template is the following:

- 1. A customer downloads a menu template and enters available data in the template. When entering the data, try to provide the most comprehensive information about the menu items. For more details, see Preparing Menu Template.
- 2. Once the menu template is ready, the customer can contact a Petrosoft representative and send the prepared template to the representative. Together with the template, the customer can provide additional information that relates to the menu, for example, images or photos that need to be uploaded to the system.
- 3. The Petrosoft representative responsible for data input reviews the obtained menu template, makes all necessary edits (if necessary) and sends the updated template to the customer for approval.
- 4. Once the template is finalized and approved, the Petrosoft representative enters the menu data in the system using the prepared template.

### **Preparing Menu Template**

To prepare the menu template, do the following:

- 1. Download the menu template using the link above.
- 2. Open the template.
- 3. Fill data in the sheets of the template document. You need to enter the following data:
  - o Full Menu Version
  - o Sets
  - o PB Items Summary

#### **Full Menu Version**

To fill the Full Menu Version data, follow the steps:

- 1. Open the Full Menu Version sheet.
- In the Category Name cell, enter the name of a category that you want to add to the menu, for example, *Burgers*.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Optional ?	Hidden ?	Unit Cost, USD	Total Amount, USD	Sets Included (choices)	Add-ons
Burgers									
Category Description									
						#N/A	#N/A		
						#N/A	#N/A		
	1					#N/A	#N/A		
Entor th						#N/A	#N/A		
Litter u						#N/A	#N/A		
category r	name					#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		

3. (Optional) In the Category Description cell, enter the category description.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Optional ?	Hidden ?	Unit Cost, USD	Total Amount, USD	Sets Included (choices)	Add-ons	
Burgers										
Category for burgers and sandwiches										
						#N/A	#N/A			
						#N/A	#N/A			
						#N/A	#N/A			
Enter the catego	ory					#N/A	#N/A			
description						#N/A	#N/A			
description						#N/A	#N/A			
						#N/A	#N/A			
						#N/A	#N/A			
						#N/A	#N/A			
						#N/A	#N/A			

4. (Optional) In the cell below, enter the name of a subcategory within the category, for example, *Steak Burgers*.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Optional ?	Hidden ?	Unit Cost, USD	Total Amount, USD	Sets Included (choices)	Add-ons
Burgers									
Category for burgers a	ind sandwiche	95							
Steak Burgers	5					#N/A	#N/A		
Ŭ						#N/A	#N/A		
						#N/A	#N/A		
		Enter the subcategory				#N/A	#N/A		
		Enter the subcategory				#N/A	#N/A		
		name				#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		

5. In the **Recipe Items** cell, enter the name of a recipe item, for example, *Hamburger*.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Optional ?	Hidden ?	Unit Cost, USD	Total Amount, USD	Sets Included (choices)	Add-ons
Burgers									
Category for burgers and sa	ndwiche	S							
Steak Burgers		Hamburger				#N/A	#N/A		
5		<b>U</b>				#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
Enter the recipe						#N/A	#N/A		
item name						#N/A	#N/A		
iterritarite						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		

6. In the **Recipe PLUs** cell, enter the PLU for the recipe item.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Optional ?	Hidden ?	Unit Cost, USD	Total Amount, USD	Sets Included (choices)	Add-ons
Burgers									
Category for burgers and sa	ndwiche	S							
Steak Burgers	1000	Hamburger				#N/A	#N/A		
Ū,		, and the second s				#N/A	#N/A		
						#N/A	#N/A		
		Fortage the section				#N/A	#N/A		
		Enter the recipe				#N/A	#N/A		
		item PLU				#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		

7. In the **Recipe Retail Price** cell, enter the retail price for the recipe item.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Optional ?	Hidden ?	Unit Cost, USD	Total Amount, USD	Sets Included (choices)	Add-ons
Burgers									
Category for burgers and sa	andwiche	S							
Steak Burgers	1000	Hamburger	5.99			#N/A	#N/A		
J J		° °				#N/A	#N/A		
						#N/A	#N/A		
		Enter the regine				#N/A	#N/A		
		Enter the recipe				#N/A	#N/A		
		item retail price				#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		

8. In the Ingredients for Recipe Items cells, enter the names for base ingredients.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	PLU	Ingredients for Recipe Items (base items)	Portion Size	Measure Unit	Optional ?	Hidden ?
Burgers									
Category for burgers and sa	ndwiches	\$							
Steak Burgers	1000	Hamburger	5.99	#N/A	Hamburger Bun		#N/A		
Ũ		0		#N/A	Hamburger Patty		#N/A		
				#N/A	Tomatoes		#N/A		
			10 C	#N/A	Lettuce		#N/A		
		Ente	inter the base	#N/A	Onions		#N/A		
		inc	iredients	#N/A	Pickles		#N/A		
			Jiedienes	#N/A	Burger Sauce		#N/A		
				#N/A			#N/A		
1				#N/A			#N/A		
				#N/A			#N/A		

9. In the **Portion Size** cells, enter the portion size for base ingredients.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	PLU	Ingredients for Recipe Items (base items)	Portion Size	Measure Unit	Optional ?	Hidden ?
Burgers									
Category for burgers and sa	ndwiche	3							
Steak Burgers	1000	Hamburger	5.99	#N/A	Hamburger Bun	1.00	#N/A		
		5		#N/A	Hamburger Patty	1.00	#N/A		
				#N/A	Tomatoes	2.00	#N/A		
		Entortho	portion size for	#N/A	Lettuce	1.00	#N/A		
		Enter the	portion size for	#N/A	Onions	1.00	#N/A		
		base	ngredients	#N/A	Pickles	1.00	#N/A		
				#N/A	Burger Sauce	2.00	#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		

10. Remove the blank lines.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	PLU	Ingredients for Recipe Items (base items)	Portion Size	Measure Unit	Optional ?	Hidden ?								
Burgers																	
Category for burgers and sa	andwiches	8															
Steak Burgers	1000	Hamburger	5.99	#N/A	Hamburger Bun	1.00	#N/A										
		, i i i i i i i i i i i i i i i i i i i		#N/A	Hamburger Patty	1.00	#N/A										
				#N/A	Tomatoes	2.00	#N/A										
				#N/A	Lettuce	1.00	#N/A										
				#N/A	Onions	1.00	#N/A										
												#N/A	Pickles	1.00	#N/A		
				#N/A	Burger Sauce	2.00	#N/A										
				#N/A			#N/A										
		Remove the blank li	nes	#N/A			#N/A										
				#N/A			#N/A										

11. In the **Optional** and **Hidden** cells, mark the ingredients as optional or hidden.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	PLU	Ingredients for Recipe Items (base items)	Portion Size	Measure Unit	Optional ?	Hidden ?
Burgers									
Category for burgers and sa	andwiche	3							
Steak Burgers	1000	Hamburger	5.99	#N/A	Hamburger Bun	1.00	#N/A		hidden
				#N/A	Hamburger Patty	1.00	#N/A		
				#N/A	Tomatoes	2.00	#N/A	optional	
		Mark the	Mark the ingredients as		Lettuce	1.00	#N/A	optional	
			the ingredients as	#N/A	Onions	1.00	#N/A	optional	
		option	al or hidden	#N/A	Pickles	1.00	#N/A	optional	
				#N/A	Burger Sauce	2.00	#N/A	optional	

12. (Optional) In the **Sets Included** cells, enter the sets descriptions, for example, *Burger Add-ons* and *Add Cheese*.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Ingredients for Recipe Items (base items)	Portion Size	Optional ?	Hidden ?	Sets Included (choices)	Add-ons
Burgers									
Category for burgers and sa	indwiches	3							
Steak Burgers	1000	Hamburger	5.99	Hamburger Bun	1.00		hidden	Burger Add-ons	
, in the second s		3		Hamburger Patty	1.00			Add Cheese	
				Tomatoes	2.00	optional			
				Lettuce	1.00	optional			
		Enter t	he sets	Onions	1.00	optional			
		descri	ptions	Pickles	1.00	optional			
				Burger Sauce	2.00	optional			

13. (Optional) In the Add-ons cells, enter the add-ons descriptions, for example, Coke 20 oz.

As add-ons, you can only add items that exist in the Price Book.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Ingredients for Recipe Items (base items)	Portion Size	Optional ?	Hidden ?	Sets Included (choices)	Add-ons
Burgers									
Category for burgers and sa	indwiche	8							
Steak Burgers	1000	Hamburger	5.99	Hamburger Bun	1.00		hidden	Burger Add-ons	Coke 20 oz.
		Ū.		Hamburger Patty	1.00			Add Cheese	
				Tomatoes	2.00	optional			
				Lettuce	1.00	optional			
		Entra	the solution of the solution o	Onions	1.00	optional			
		Enter	the add-ons	Pickles	1.00	optional			
		des	criptions	Burger Sauce	2.00	optional			

(i)

14. (Optional) In the **Description** cell, enter the recipe item description.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Ingredients for Recipe Items (base items)	Portion Size	Optional ?	Hidden ?	Sets Included (choices)	Add-ons	Description
Burgers										
Category for burgers and sa	indwiche	5								
Steak Burgers	1000	Hamburger	3.99	Hamburger Bun	1.00		hidden	Burger Add-ons	Coke 20 oz.	
		•		Hamburger Patty	1.00			Add Cheese		
				Tomatoes	2.00	optional				
				Lettuce	1.00	optional				We simple 400% Aussis hasf tenned with temptees
				Onions	1.00	optional				lettuce, epiene, pickles and a special burger sauce
		Enter	the recipe item	Pickles	1.00	optional				all on a soft fluffy bun
		d	escription	Burger Sauce	2.00	optional				an on a son, nuny ban.
		u	escription							

#### Sets

To fill the Sets data, follow the steps:

- 1. In the Full Menu Version sheet, copy the sets names.
- 2. Open the Sets sheet.
- 3. In the Set Name cells, enter the copied sets names.

Categories	Recipe PLUs	F	Recipe Items		Recipe Retail Price	Ingredients for Recipe Items (t items)	base	Portion Size	Optional ?	Hidden ?	Sets Inc (choir	cluded	Add-ons		
Burgers															
Category for burgers and sa	ndwiche	s													
Steak Burgers	1000	H	lamburger		3.99	Hamburger Bun		1.00		hidden	Burger A	dd-ons,			
-			-			Hamburger Patty		1.00			Add Ch	neese			
						Tomatoes		2.00	optional						
						Lettuce		1.00	optional						
						Onions		1.00	optional						
						Pickles		1.00	optional						
						Burger Sauce		2.00	optional						
Set Name Min														_	
			Min	Max	Ingre	dient Name	Q-t	y Max	c. Qty	Price	• 0+	P	rice 1+	Pr	rice 2+
		· · ·	1						5	5		\$		s	-
									5	5	-	S	-	S	-
				-								e		é	
				-						,		-		-	
				-						<b>)</b>	-	\$	-	\$	
Burger	Add-on	e								6	-	\$	-	\$	-
Durger	-uu-on	3		Copy the	n cote namos an	dincort				5	-	\$	-	\$	-
				copy un	e sets names an	u inserc			5		-	s	-	s	-
				them to	the Set Name	cells in					-	¢	-	č	
					the <b>Sate</b> cheet					,	-	-	-	-	
					the Jets sheet					)	-	2	-	\$	
										5	-	\$	-	\$	-
									\$	;	-	\$	-	\$	-
									5	5	-	\$	-	\$	-
									5	6	-	\$	-	\$	-
Add Cheese		_						;	-	\$	-	\$			
			-					5	5		\$	-	\$		
			-						5	-	\$	-	\$		
				-						5	-	\$	-	\$	
				-						<b>.</b>	-	\$	-	\$	
				-					5	5	-	\$	-	\$	
									5	5	-	\$	-	\$	

- 4. In the **Min** and **Max** cells, enter the minimum and maximum number of ingredients that the customer can choose:
  - o If the customer can choose nothing, the minimum quantity must be set to 0.
  - If the customer can choose an infinite number of ingredients, the maximum quantity must be set to 0.

Set Name	Min	Max	Ingredient Name	Q-ty	Max. Qty	Price 0+	Price 1+	Price 2+
						\$-	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	Ş -
Burger Add-ons	0	0				\$ -	\$ -	\$ -
-						\$ -	\$ -	<u> </u>
						\$ -	\$ -	<u></u> -
						\$ -	\$ -	\$ -
			Enter the minimum and ma	wimum		\$ -	\$ -	Ş -
						\$-	\$ -	\$ -
			number of ingredients th	at the				
			customer can choose			\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$-	\$ -	\$ -
Add Cheese	0	1				\$-	\$ -	\$ -
, tau 0110000						\$-	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$-	\$ -	\$-

5. In the Ingredient Name cells, enter the names of ingredients that you want to add to the set.

Set Name	Min	Max	Ingredient Name	Q-ty	Max. Qty	Price 0+	Price 1+	Price 2+
			Tomatoes			\$ -	\$ -	\$ -
			Lettuce			\$-	\$-	\$ -
			Onions			\$-	\$ -	\$ -
			Pickles			\$-	\$-	\$-
Burger Add one	0	0	Cucumbers			\$ -	\$ -	\$ -
Burger Add-ons		, v	Green Peppers			\$-	\$ -	\$ -
			Grilled Red Peppers			\$-	\$-	\$ -
						\$-	\$ -	\$ -
Enter the ingredien	ts that					\$-	\$-	\$-
you want to add to	the set					\$ -	\$ -	\$ -
			American Cheese			\$-	\$ -	\$ -
			Cheddar Cheese			\$-	\$-	\$ -
			Swiss Cheese			\$-	\$-	\$ -
						\$-	\$ -	\$ -
Add Cheese	0	1				\$-	\$ -	\$ -
Add Olleese	U U	· ·				\$ -	\$ -	\$ -
						\$ -	s -	\$ -
						\$-	\$-	\$ -
						\$-	\$ -	\$ -
						\$ -	\$ -	\$ -

6. In the **Q-ty** cells, enter the amount of ingredients in the set.

Set Name	9	Min	Max	Ingredient Name	Q-ty	Max. Qty	Price 0+	Price 1+	Price 2+
				Tomatoes	1		\$-	\$-	\$-
				Lettuce	1		\$ -	\$ -	\$ -
				Onions	1		\$-	\$-	\$ -
				Pickles	1		\$-	\$-	\$-
Burger Add	one	0	0	Cucumbers	1		\$-	\$ -	\$ -
Burger Add-ons			U U	Green Peppers	1		\$ -	\$ -	\$ -
				Grilled Red Peppers	1		\$ -	\$ -	\$ -
	Enter the am	ount of					\$-	\$-	\$ -
	inaredients in	the set					\$-	\$-	\$-
							\$-	\$-	\$ -
				American Cheese	2		\$-	\$-	\$ -
				Cheddar Cheese	2		\$-	\$-	\$-
				Swiss Cheese	2		\$-	\$-	\$ -
							\$ -	\$ -	\$ -
Add Choose		•	1				\$ -	\$ -	\$ -
Add Chees	se		· ·				\$ -	\$-	\$ -
							\$ -	\$-	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	s -

7. In the **Max. Q-ty** cells, enter the maximum amount for each ingredient. If the customer can choose an infinite amount of ingredients, the maximum number must be set to 0.

Set Name	Min	Max	Ingredient Name	Q-ty	Max. Qty	Price 0+	Price 1+	Price 2+
			Tomatoes	1	0	\$-	\$ -	\$ -
			Lettuce	1	0	\$-	\$ -	\$ -
			Onions	1	0	\$-	\$ -	\$ -
			Pickles	1	0	\$-	\$ -	\$-
Burger Add one	•	•	Cucumbers	1	0	\$-	\$ -	\$ -
Burger Add-ons	U		Green Peppers	1	0	\$-	\$ -	s -
Enter the maximum ar	mount of		Grilled Red Peppers	1	0	\$-	\$ -	\$ -
ingradients that the s	uctomor					\$-	\$ -	\$ -
ingreatents that the c	ustomer					\$-	\$ -	\$ -
can choose						\$-	\$ -	\$-
			American Cheese	2	1	\$-	\$ -	\$-
			Cheddar Cheese	2	1	\$-	\$ -	\$-
			Swiss Cheese	2	1	\$-	\$ -	\$ -
						\$ -	\$ -	\$ -
Add Chasses	•					\$ -	\$ -	\$-
Add Cheese	0	- 1				\$ -	\$ -	\$-
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						s -	\$ -	s -

8. In the **Price N+** cells, enter the price for each ingredient.

If the first portion is for free, enter the price in the **Price 2+** cell. If the first two portions are for free, enter the price in the **Price 3+** cells and so on.

Set Name	Min	Max	Ingredient Name	Q-ty	Max. Qty	Price 0+	Price 1+	Pric	ce 2+
			Tomatoes	1	0	\$-	\$ -	\$	0.20
			Lettuce	1	0	\$-	\$ -	\$	0.20
			Onions	1	0	\$-	\$ -	\$	0.20
			Pickles	1	0	\$-	\$ -	\$	0.20
Burger Add.opc	0	0	Cucumbers	1	0	\$-	\$ -	\$	0.20
Burger Add-ons	, v		Green Peppers	1	0	\$-	\$ -	\$	0.20
			Grilled Red Peppers	1	0	\$-	\$-	\$	0.20
						\$-	\$-	\$	-
Enter the price	e for each					\$-	\$-	\$	-
ingred	ient					\$-	\$ -	\$	
			American Cheese	2	1	\$ 0.40	\$-	\$	-
			Cheddar Cheese	2	1	\$ 0.45	\$-	\$	-
			Swiss Cheese	2	1	\$ 0.50	\$ -	\$	-
						\$-	\$-	\$	-
Add Chassa	0	1				\$-	\$ -	\$	-
Add Glieese	U U	· ·				\$-	\$-	\$	-
						\$ -	\$ -	\$	-
						\$ -	\$ -	\$	-
						\$ -	\$ -	\$	-
						\$-	\$ -	\$	-

#### **PB Items Summary**

To fill the PB Items Summary data, follow the steps:

- 1. In the Full Menu Version and Sets sheets, copy the ingredients names.
- 2. Open the **PB Items Summary** sheet.



3. In the Ingredients cells, enter the copied ingredients names.

Set Name	Min	Max	Ingredient Name	Q-ty	Max. Qty	Price 0+	Price 1+	Price 2+
			Tomatoes	1	0	\$-	\$-	\$ 0.20
			Lettuce	1	0	\$ -	\$ -	\$ 0.20
			Onions	1	0	\$ -	\$ -	\$ 0.20
			Pickles	1	0	\$ -	\$ -	\$ 0.20
Burger Add-ons	0	0	Cucumbers	1	0	\$ -	\$-	\$ 0.20
Durger Add-ons	, v	, v	Green Peppers	1	0	\$ -	\$-	\$ 0.20
			Grilled Red Peppers	1	0	\$ -	\$-	\$ 0.20
						\$ -	\$-	\$-
						\$ -	\$-	\$-
						\$ -	\$ -	\$ -
			American Cheese	2	1	\$ 0.40	\$ -	\$ -
			Cheddar Cheese	2	1	\$ 0.45	\$ -	\$ -
			Cheddar Cheese	2	1	\$ 0.50	\$-	\$ -
						\$-	\$-	\$ -
Add Chasses	•					\$-	\$-	\$ -
Add Cheese	U	'				\$-	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$-	\$ -	\$ -

		_								
# 👻	Ingredients 🗸	PLU 👻	Measure Unit 👻	Measure Type 🔻	Price Bo	ok Item	Category	Department 💌	Unit in Case 🔻	Case Qty 💌
	Hamburger Bun									
1	Hamburger Patty									
:	Tomatoes									
4	Lettuce									
1	Onions									
(	Pickles									
1	Burger Sauce									
8	Tomatoes									
9	Lettuce									
10	Onions									
11	Pickles		Copy the	ingredients nam	nes					
12	Cucumbers		and ins	ert them to the						
1:	Green Peppers		Ingradia	ate colle in the l	DR					
14	Grilled Red Peppers		ingredier							
15	American Cheese		Items :	summary sheet	1					
16	Cheddar Cheese									
17	Swiss Cheese									
19	)									

4. In the **PLU** cells, enter the ingredients PLUs.

# 👻	Ingredients	▼ PLU ▼	Measure Uni	t 🔻 Measure Type 🔻	Price Book It	em 👻	Category -	Department -	Unit in Case 🔻	Case Qty 🔻
1	Hamburger Bun	2000								
2	Hamburger Patty	2001								
3	Tomatoes	2002								
4	Lettuce	2003								
5	Onions	2004								
6	Pickles	2005			11					
7	Burger Sauce	2006		Enter the ingred	lients					
8	Cucumbers	2007		PLUs						
9	Green Peppers	2008								
10	Grilled Red Peppers	2009								
11	American Cheese	2010								
12	Cheddar Cheese	2011								
13	Swiss Cheese	2012								
14										

5. In the **Measure Unit** cells, enter the measurement units for the ingredients.

# -	Ingredients	▼ PLU ▼	Measure Unit 🔻	Measure	Type 🔻	Price Book Item	-	Category 🔻	Department	✓ Unit in Case ▼	Case Qty 🔻
1	Hamburger Bun	2000	piece								
1	Hamburger Patty	2001	piece								
:	Tomatoes	2002	oz								
4	Lettuce	2003	oz								
	Onions	2004	oz		-						
(	Pickles	2005	oz								
	Burger Sauce	2006	oz		_	Enter the ingredients					
8	3 Cucumbers	2007	oz			measurement units					
9	Green Peppers	2008	oz								
10	Grilled Red Peppers	2009	oz								
11	American Cheese	2010	oz								
12	Cheddar Cheese	2011	oz								
1:	Swiss Cheese	2012	oz								

6. In the **Category** and **Department** cells, enter the category and department for ingredients. Typically, the *100 QwickServe* department and category are used.



# 👻	Ingredients	- PLU -	Measure Unit 🔻	Measure Type 🔻	Price Book Item	-	Category	<ul> <li>Department</li> </ul>	Unit in Case 🔻	Case Qty 🔻
1	Hamburger Bun	2000	piece				100 Qwickser	ve 100 Qwickserve		
2	Hamburger Patty	2001	piece				100 Qwickser	ve 100 Qwickserve		
3	Tomatoes	2002	oz				100 Qwickser	ve 100 Qwickserve		
4	Lettuce	2003	oz				100 Qwickser	ve 100 Qwickserve		
5	Onions	2004	oz		Enter the category and		100 Qwickser	ve 100 Qwickserve		
6	Pickles	2005	oz		department for the		100 Qwickser	ve 100 Qwickserve		
7	Burger Sauce	2006	oz		in and in the		100 Qwickser	ve 100 Qwickserve		
8	Cucumbers	2007	oz		ingredients		100 Qwickser	ve 100 Qwickserve		
9	Green Peppers	2008	oz				100 Qwickser	ve 100 Qwickserve		
10	Grilled Red Peppers	2009	oz				100 Qwickser	ve 100 Qwickserve		
11	American Cheese	2010	oz				100 Qwickser	ve 100 Qwickserve		
12	Cheddar Cheese	2011	oz				100 Qwickser	ve 100 Qwickserve		
13	Swiss Cheese	2012	oz				100 Qwickser	ve 100 Qwickserve		



(i)

If you do not need recipe costing, do not read the following information. If recipe costing is necessary, please follow the next steps.

7. In the **Price Book Item** cells, enter the names of the Price Book items matching the ingredients.

You can only enter information about items existing in the Price Book. Please pay attention that the measurement units of the Price Book item and measurement unit of the ingredient must be the same.

# 👻	Ingredients	▼ PLU ▼	Measure Unit 🔻	Price Book Item 🚽	Category 🗸	Department 💌	Unit in Case 🔻	Package Cost	, USD 👻
1	Hamburger Bun	2000	piece	Hamburger Bun	100 Qwickserve	100 Qwickserve	•		
2	Hamburger Patty	2001	piece	Hamburger Patty	100 Qwickserve	100 Qwickserve	•		
3	Tomatoes	2002	oz	Tomatoes	100 Qwickserve	100 Qwickserve	•		
4	Lettuce	2003	oz	Lettuce	100 Qwickserve	100 Qwickserve	•		
5	Onions	2004	oz	Onions	100 Qwickserve	100 Qwickserve			
6	Pickles	2005	oz	Pickles	100 Qwickserve	100 Qwickserve	Enter the	Price Book	
7	Burger Sauce	2006	oz	Burger Sauce	100 Qwickserve	100 Qwickserve		f the -	
8	Cucumbers	2007	oz	Cucumbers	100 Qwickserve	100 Qwickserve	liems	for the	
9	Green Peppers	2008	oz	Green Peppers	100 Qwickserve	100 Qwickserve	ingre	dients	
10	Grilled Red Peppers	2009	oz	Grilled Red Peppers	100 Qwickserve	100 Qwickserve	•		
11	American Cheese	2010	oz	American Cheese	100 Qwickserve	100 Qwickserve	)		
12	Cheddar Cheese	2011	oz	Cheddar Cheese	100 Qwickserve	100 Qwickserve	•		
13	Swiss Cheese	2012	oz	Swiss Cheese	100 Qwickserve	100 Qwickserve	•		
14									

8. In the **Unit in Case** cells, enter the number of units in case for the ingredients.

# 💌 Ingredients	🔽 PLU 🔽 Measure Unit	<ul> <li>Price Book Item</li> </ul>	Category	<ul> <li>Department</li> </ul>	Unit in Case 🔻	Package Cost, USD 👻	
1 Hamburger Bur	2000 piece	Hamburger Bun	100 Qwicksei	rve 100 Qwickserve	100		
2 Hamburger Pat	y 2001 piece	Hamburger Patty	100 Qwickser	rve 100 Qwickserve	100		
3 Tomatoes	2002 oz	Tomatoes	100 Qwickser	rve 100 Qwickserve	100		
4 Lettuce	2003 oz	Lettuce	100 Qwickser	rve 100 Qwickserve	100		
5 Onions	2004 oz	Onions	100 Qwickser	rve 100 Qwickserve	e 100	Enter t	he number of
6 Pickles	2005 oz	Pickles	100 Qwickser	rve 100 Qwickserve	e 100	Enter t	
7 Burger Sauce	2006 oz	Burger Sauce	100 Qwickser	rve 100 Qwickserve	100	units i	n case for the
8 Cucumbers	2007 oz	Cucumbers	100 Qwickser	rve 100 Qwickserve	100	in	aredients
9 Green Peppers	2008 oz	Green Peppers	100 Qwickser	rve 100 Qwickserve	100		1
10 Grilled Red Per	pers 2009 oz	Grilled Red Peppers	100 Qwickser	rve 100 Qwickserve	100		
11 American Chee	se 2010 oz	American Cheese	100 Qwicksei	rve 100 Qwickserve	100		
12 Cheddar Chees	e 2011 oz	Cheddar Cheese	100 Qwickser	rve 100 Qwickserve	100		
13 Swiss Cheese	2012 oz	Swiss Cheese	100 Qwickser	rve 100 Qwickserve	100		

9. In the **Package Cost, USD** cells, enter the package cost. The unit cost will be calculated automatically.

# 💌 Ingredients	👻 PLU 👻 Measure Unit	<ul> <li>Price Book Item</li> </ul>	💌 Category 🛛 💌 Department 💌 Unit i	n Case 🔻 Package	Cost, USD 👻 Unit Co	st, USE 👻	
1 Hamburger Bun	2000 piece	Hamburger Bun	100 Qwickserve 100 Qwickserve	100 \$	100.00 \$	1.00	
2 Hamburger Patty	2001 piece	Hamburger Patty	100 Qwickserve 100 Qwickserve	100 \$	120.00 \$	1.20	
3 Tomatoes	2002 oz	Tomatoes	100 Qwickserve 100 Qwickserve	100 \$	30.00 \$	0.30	
4 Lettuce	2003 oz	Lettuce	100 Qwickserve 100 Qwickserve	100 \$	31.00 \$	0.31	Entor the nackag
5 Onions	2004 oz	Onions	100 Qwickserve 100 Qwickserve	100 \$	32.00 \$	0.32	спестие раскау
6 Pickles	2005 oz	Pickles	100 Qwickserve 100 Qwickserve	100 \$	31.00 \$	0.31	
7 Burger Sauce	2006 oz	Burger Sauce	100 Qwickserve 100 Qwickserve	100 \$	30.00 \$	0.30	
8 Cucumbers	2007 oz	Cucumbers	100 Qwickserve 100 Qwickserve	100 \$	35.00 \$	0.35	
9 Green Peppers	2008 oz	Green Peppers	100 Qwickserve 100 Qwickserve	100 \$	36.00 \$	0.36	The unit cost
10 Grilled Red Peppers	2009 oz	Grilled Red Peppers	100 Qwickserve 100 Qwickserve	100 \$	34.00 \$	0.34	calculated
11 American Cheese	2010 oz	American Cheese	100 Qwickserve 100 Qwickserve	100 \$	40.00 \$	0.40	calculated
12 Cheddar Cheese	2011 oz	Cheddar Cheese	100 Qwickserve 100 Qwickserve	100 \$	45.00 \$	0.45	automatical
13 Swiss Cheese	2012 oz	Swiss Cheese	100 Qwickserve 100 Qwickserve	100 S	50.00 \$	0.50	

When the **PB Items Summary** sheet is finished, in the **Full Menu Version** sheet you will see that Measure Unit, Unit Cost, Total Amount and GPM are calculated automatically.

Categories	Recipe	Recipe Items	Recipe Retail Price	PLU	Ingredients for Recipe Items (base	Portion	Measure	Optional	Hidden	Unit Cost	Total Amount.	Sets Included	Add-ons
	PLUS				items)	Size	Unit	7		USD	USD	(choices)	
Burgers													
Category for burgers and sa	andwiche	5			-								
Steak Burgers	1000	Hamburger	5.99	2000	Hamburger Bun	1.00	piece		nidden	\$ 1.00	\$ 1.00	Burger Add-ons	Coke 20 oz.
				2001	Hamburger Patty	1.00	piece			\$ 1.20	\$ 1.20	Add Cheese	
				2002	Tomatoes	2.00	OZ	optional		\$ 0.30	\$ 0.60		-
				2003	Lettuce	1.00	oz	optional		\$ 0.31	\$ 0.31	— Total	amount -
				2004	Onions	1.00	oz	optional		\$ 0.32	\$ 0.32		
				2005	Pickles	1.00	OZ	optional		\$ 0.31	\$ 0.31		
				2006	Burger Sauce	2.00	OZ	optional		\$ 0.30	S 0.60		
			27.55%								\$ 4.34		
			GPM			M		ent	U		st	Reci	pe cost
							unit				1		

### **QwickServe Categories and Subcategories**

- Adding New Category
- Adding or Editing Category Description
- Editing Existing Category Name
- Activating/Deactivating Category
- Deleting Category
- Adding Image to Category
- Assigning/Unassigning Location to Category

### Adding New Category

You can add a new category in the following ways:

- Add a new category to the menu from the menu top level.
- Add a new category to the menu category from the category.

### Adding Category to Menu

To add a new category to the menu, follow the steps:

- 1. Double-click this menu, and then click the plus sign > **New Category**.
- 2. Enter the category name, and then press **ENTER** on your keyboard.



### Adding Category to Existing Category

To add a new category to the existing menu category, follow the steps:

- 1. Double-click the menu, double-click the category, and then click the plus sign > **New Category**.
- 2. Enter the category name, and then press ENTER on your keyboard.

< Regul	ar Menu
Lunch	
Category Descriptio	n
+	No categories available
New Item Existing Item	

### Adding or Editing Category Description

To add or edit the category description, double-click the category and then edit the **Category Description** field.

The category description is then displayed at the customer's interface in the QwickServe terminal.

### **Editing Existing Category Name**

To rename the existing category, click the current category name and enter the new one.



### Activating/Deactivating Category

You can activate or deactivate a category for all stations on the account or for each station separately.

To activate or deactivate a category for one or several stations, follow the steps:

- 1. Click the category you want to activate or deactivate.
- 2. At the right of the category, click the activate/deactivate sign.



- 3. In the locations list opened for the category, select one or several locations.
- 4. In the Active column, click the Active/Inactive sign.
- (Optional) In case several locations are selected, at the bottom right of the selected locations, click the Update button.

< Menu		
	Lunch • <u>0 Recipe items</u> Category Description	
Saved Filters 💌	TBy: Location	
Location		Active
QwickserveQASma	rtPO5100-180	ტ
QwickserveQASma	rtPO5100-147	ტ
QwickserveQASma	rtPOS100-lab	Are you sure to apply changes for 2 location(s)? Update Cancel

The activated category is available and deactivated category is not visible within the customer's interface in the QwickServe terminal.

### **Deleting Category**

To delete the category, click it, click the cross sign, and then confirm the deletion by clicking **Yes**.



### Adding Image to Category

To add an image to a category, follow the steps:

- 1. Click this category, and then click the icon for adding the image.
- 2. Set the category image. Do the following:
  - Click the space for the image.
  - o At the right of the space for the image, click the image icon.
  - Select the image from the **Media Library** list. For more information on Media Library, see Working with Media Library.

	C Media Library
×	·
	6
Lunch	Choose image from your computer
	download

To edit or delete the category image, click this category, click the sign for adding the image, and then click **Change** or **Delete**.



Once deleted, the image is technically unassigned from the category and is still available in the media library.

### Assigning/Unassigning Location to Category

Locations feature is designed for addressing different groups of categories or recipe items between the KDUs or kitchen printers, which saves time and makes the kitchen processes more flexible. For more information, see QwickServe Locations.

### **QwickServe Items**

- Adding New Regular Price Book Item
- Adding New Recipe Item
- Adding Existing Item
- Editing Item
- Activating/Deactivating Item
- Deleting Item from Category
- Deleting Item from System

### Adding New Regular Price Book Item

To add a new regular Price Book item, follow the steps:

1. Open the category you want to create the item in, click the plus sign, and then click **Existing Item**.

Regular Menu Lunch Category Description No categories available New Category New Item Existing Item						
Lunch Category Description Category Description No categories available New Category New Item Existing Item	< Regular Menu					
Category Description No categories available New Category New Item Existing Item	Lunch					
	Category Description	on No categories available				

2. Click the plus sign, specify the item data, and then click **Save**.

Items List	
cheese	+ 2
Roast Beef & Cheese 00012345610035	\$6.79
Baked Ham&Cheese 00012345610042	\$0.00

To have the income for the item reflected correctly on inventory, ensure that the Ingredient Method of Accounting option is selected for the item's CR Department and Category.

To check it, click **Price Book** > **CR Departments** or **Category**, select the CR Department or category from the list, and then click **View** or **Edit**.

Account : Price Book	: CRDepartment		Category ID	1 💌
		1	Category Name	QwickServe Menu
			Category Number	
CR Department # 1 Department Type			GL # _	
Name	QwickServe			
Description			GL Department #	
Minimum Price	0.00		GL COG #	
Maximum Price	0.00			
Default Price	0.00		Report Id	
Default Sales Quantity	0		Don't Calculate GPM for This Category	
Minimum Age:	0			
Fee/Charge:	0 •		Invoices with Incomplete Retails	
Matched Category	01 QwickServe Menu 🔻		Ingredient Method of Accounting	2
Radiant Item Type	Merchandise v		Exclude from "Full Inventory audits"	2
Store Properties	of Accounting Serve Menu T	a a a a a a a a a a a a a a a a a a a	Description	h

(i) Measure type of the Price Book item must match the linked QwickServe ingredients' measure type. For example, if your bulk cheese item's measure type is weight, you can set any weight related unit of measurement to the linked ingredients – pounds or kilos, ounces or grams, but not the volume measures.

For more information on how to add a new Price Book item, see the Items Setup section in the Petrosoft Cloud Help.

### Adding New Recipe Item

To add a new recipe item, follow the steps:

- 1. Do one of the following:
  - o Open the category you want to create the item in, click the plus sign, and then click **New Item**.



o Click the Recipe Items tab, and then click the plus sign.

Qwickserve	Recipe Items			
Menu				
Intradients	Recipes			
ingreateries	Search Q + C			
Recipe Items				
Sets	Veggie pizza 0010000000199 - 1006			
Promotions	Pepperoni pizza			
Terminal Management	0010000000205 - 1007			

- 2. Specify the following basic information for the item:
  - o (Required) In the PLU field, enter PLU (Product Look-up Code) up to 5 characters
  - o In the New Item field, enter the item name
  - o (Optional) In the UPC field, edit UPC (assigned automatically)
  - o In the **Department** list, select the department for the item
  - o In the Category list, select the category for the item
  - o Set the item's image. Do the following:
    - a. Click the space for the image.
    - b. At the right of the space for the image, click the image icon.
    - c. Select the image from the **Media Library** list. For more information on Media Library, see Working with Media Library.
  - o Specify the price for one or several stations. Do the following:
    - a. In the **Price for** list, select one or several stations.
    - b. In the field at the right of the list, enter the price for the selected stations.
  - Leave the GPM field blank as the GPM percentage is calculated automatically later on the basis of the difference between the recipe cost and the item price.

**(i)** 

Recipe cost is a sum of all the recipe item constituent ingredients cost.

Optional) In case you need to change the item price and postpone this change, click the
 Advanced Price Management link and then follow the wizard instructions.
	Cheeseburge	Cheeseburger					
	PLU*	1004	UPC	1000000017			
	Department	1   Qwickserve		~ +			
	Category	1   Qwickserve N	/lenu	~ +			
Facts	Price for	QwickserveQASn	nartPOS	× \$10.00			
	Advanced Price I	Manageme G	PM: 48%	Cost: \$5.22			

- 3. Set item's nutrition information. For details, see QwickServe Nutrition Facts.
- Click BASE and then select the basic ingredients for the item. For details, see QwickServe Ingredients.

To reorder base ingredients in the item, drag and drop the ingredient and move it to another position.

- (i) Base ingredients are used for the recipe cost calculation. Once base ingredient is added or removed from recipe, the recipe cost is recalculated immediately in the Cost section. For more information on recipe cost calculation, see Recipe Item Cost.
- Selecting the **Optional** check-box, makes the base ingredient available for excluding from the recipe. In this example, you can exclude the ingredients with a green icon.

Sec. Sec.	Cheeseburge	r		Qwickserve
San Sale - Alle	PLU*	1004	UPC 1000000017	TOCO SERVICE SIMPLIFIED
	Department	1   Qwickserve	~ +	Cheeseburger
	Category	1   Qwickserve M	Menu ~ +	
/ 162cal	Price for	QwickserveQASr	martPOS V \$10.00	a dank
	Advanced Price N	lanageme G	SPM: 48% Cost: \$5.22	
				States and states
			Optional Hidden	\$7.80
BASE	Bun		· · · ·	
SETS	9701	1 oz		Base Ingredients
	Burger Patty			Customize your base ingredients
ADD-ONS	9714	1 oz		
ROUTING	Provolone Chees	ie .	× 0	
DESCRIPTION	9764	1 oz		

• Selecting the **Hidden** check-box, hides the selected base ingredients from the ordering interface.

	Cheeseburge	r				Qwickse	rve	
	PLU*	1004	UPC 10	000000017		Cheeseburg	aer	
CONTRACTOR OF STREET	Department	1   Qwickserve		· · · · ·			90.	
162cal	Category	1   Qwickserve	Menu	~ 4		And Andrews	2	
	Price for	QwickserveQAS	martPOS 🗸	\$ 10.00				
	Advanced Price N	lanageme (	SPM: 48%	<u>Cost: \$5.2</u>	2	\$7.8	0	
			Optional	Hidden				
BASE	Bun			·	•	Burger Chees	e	
SETS	9701	1 oz		-		Choose from 1	to 3 items	
ADD-ONS	Burger Patty 9714	1 oz						a.
ROUTING	Provolone Chee	se		-			Constant Section	1
DESCRIPTION	9764	1 oz					-bue	-
		The hid	lden base	L	>	Swiss Cheese	Cheddar Cheese	Mozzarella Cheese
		ingredients	are not v	isible				

- Click SETS and then select the sets of ingredients to be used for the item. For details, see QwickServe Sets.
- Click ADD-ONS and then select the add-ons to be offered to purchase with the item. For details, see QwickServe Add-ons.
- (Optional) Click **ROUTING** and then select one or several locations the item is sent when ordered. For example, 'kitchen printer' or 'QwickServe Order Manager'. For details, see QwickServe Locations.
- 8. Click **DESCRIPTION** and then specify the following information:
  - o Item description (up to 250 characters)
  - o Item cooking instructions
- Click BASE again to view the recipe cost, which is a sum of base ingredients' cost. Once you edit the base ingredient quantity, the recipe cost is automatically recalculated. For more information, see Recipe Item Cost.

## Qwickserve

and the second se	Cheeseburger				
	PLU*	1004 0	UPC 100	00000017	
	Department	1   Qwickserve		~ 1	-
162cal	Category	1   Qwickserve Mer	nu	~ 4	-
102081	Price for	QwickserveQASma	rtPOS 🗸	\$10.00	
	Advanced Price Ma	anageme GPN	/1: 48%	Cost: \$5.2	2
DACE			Optional	Hidden	
DADE	Bun			- i	<b>^</b>
SETS	3005	2 oz		_	
ADD-ONS	American Cheese	:		•	
	3006	2 oz			
ROUTING	American Cheese			o	
DESCRIPTION	2116	1 oz			

### **Adding Existing Item**

To add an existing item, follow the steps:

- 1. Open the category you want to add the item to.
- 2. Click the plus sign, and then click Existing Item.
- 3. Add the existing item from the corresponding list by clicking it.
- 4. (Optional) Use the search function to find the necessary item quickly.



### **Editing Item**

To edit an item, follow the steps:

- 1. Do one of the following:
  - o Regular Item: Find the regular item in the menu, and double-click it.
  - Recipe Item: Find the recipe item in the menu or under the **Recipe Items** tab, and then click the item.

Qwickserve	Recipe Items	
Menu		+ 0
Ingredients		+ <i>U</i>
Recipe Items	Hamburger Bun 0010000000243 - 8051	\$0.00
Sets Promotions	Deep Fried Pickles 0010000000540 - 55567676	\$2.99
Terminal Management	<b>Turkey</b> 0010000000557 - 8065	\$9.99

(i) One item can be assigned to several categories at a time, so once you edit it, the changes take place within all the categories the item is assigned to. Technically, it is the same item used in several categories.

- 2. Edit the following information by clicking it and entering the new one:
  - o PLU (Product Look-up Code) up to 5 characters
  - o Item price
  - o Item GPM
  - o Item department
  - o Item category
  - o Item description (up to 250 characters)
  - o Item cooking instructions
  - o Item nutrition information.
- 3. Click the item image to change or delete it, if necessary.
- 4. Click **Base Ingredients**, and edit the base ingredients for the item by deleting existing ones or adding new ones. For more information on editing the ingredients, see QwickServe Ingredients.
- 5. Click **Sets**, and edit the sets of ingredients for the item by deleting the existing ones or adding new ones. For more information on editing the sets of ingredients, see <u>QwickServe Sets</u>.

- 6. Click **Add-ons**, and edit the add-ons to be offered to purchase with the item by deleting existing ones or adding new ones. For more information on editing the add-ons, see QwickServe Add-ons.
- (Optional) Click Locations, and select one or several locations the item is sent to when ordered. For example "kitchen printer" or "QwickServe Order Manager". For more information, see QwickServe Locations.

### Activating/Deactivating Item

You can activate or deactivate an item for all stations on the account or for each station separately.

- 1. To activate or deactivate an item for one or several stations, follow the steps:
- 2. Click the item you want to activate or deactivate.
- 3. At the right of the item, click the activate/deactivate sign.

	× Cheeseburge	r		
Carlos Carlos	ტ <sup>ის,</sup>	1004	UPC	1000000017
and meaning	Department	1   Qwickserve		~ +
	Category	1   Qwickserve M	/lenu	~ +
762cal	Price for	QwickserveQASn	nartPOS	✓ \$10.00
	Advanced Price M	lanageme G	PM: 48%	Cost: \$5.22

- 4. In the locations list opened for the item, select one or several stations.
- 5. In the **Active** column, click the **Active/Inactive** sign.
- (Optional) In case several locations are selected, at the bottom right of the selected locations, click the Updated button.

	Cheeseburge	er							
	PLU	1004	UPC	1000000017					
Contraction of the second	Department	1   Qwickserv	e						
	Category	1   Qwickserv	e Menu						
Saved Filters 📼	TBy: Location	-							
Location					Active				
OwickserveQASma	TPO5100-180				ტ				
QwickserveQASma	tPOS100-147				ወ				
QwickserveQASma	tPOS100-lab				ወ	Are you sure to apply changes for 2 location(s)?	Update	Cancel	



### **Deleting Item from Category**

To delete an item from the category, click the corresponding sign, and then confirm the deletion.



The item is deleted from the current category. If the item is assigned to other categories, it is left there. If you delete the item from all categories, it will still be present in the pool of unassigned items.

### **Deleting Item from System**

To delete a recipe item, open it, and then click the delete sign.

	× Cheeseburge	r		
Carlos Carlos	ථ <sub>PLU*</sub>	1004	UPC	1000000017
nann-	Department	1   Qwickserve		~ +
	Category	1   Qwickserve N	lenu	~ +
🧨 162cal	Price for	QwickserveQASn	nartPOS	✓ \$10.00
	Advanced Price M	lanageme G	PM: 48%	Cost: \$5.22

To delete a regular Price Book item, open it, and then click the **Delete** button for it.

PLU Number	16	Save Close Parent-Child Parent/Child Log Item Log I	Delete
JPCA(12 digits)*	10000048351	Cheesehurger	
JPCE(8 digits)			
EAN-13(all digits)*			
EAN-8(all digits)*			
tem Description *	Cheeseburger	1	
size	Each	Click on image to print stickers	
size Measure type	Each piece	Click on image to print stickers	
Size Measure type Account Item Attribute Receipt CR Description *	Each piece 25 Cheeseburger	Click on image to print stickers Item Checker Item Checker Inactive Not For Sale	-
Measure type Account Item Attribute Receipt CR Description * Price Group	Each piece es Cheeseburger	Click on image to print stickers Item Checker Inactive Not For Sale Prices Ignore Fixed Retails	1
Measure type Account Item Attribute Receipt CR Description * Price Group Promo Group	Each piece 28 Cheeseburger	Click on image to print stickers Item Checker Inactive Not For Sale Prices Ignore Fixed Retails Promotions	- 1
Vize Measure type Account Item Attribute Receipt CR Description * Price Group Promo Group Category *	Each piece 28 Cheeseburger 100 Qwickserve Menu	Click on image to print stickers Item Checker Inactive Not For Sale Prices Ignore Fixed Retails Promotions Recipe	
Vize Measure type Account Item Attribute Receipt CR Description * Price Group Promo Group Category * Manufacturer	Each piece 28 Cheeseburger 100 Qwickserve Menu	Click on image to print stickers Item Checker Inactive Not For Sale Prices Ignore Fixed Retails Promotions Recipe	

## **QwickServe Ingredients**

- Creating New Ingredient
- Editing Ingredient
- Deleting Ingredient
- Linking/Unlinking Ingredients to Price Book Items

### **Creating New Ingredient**

To create a new ingredient, follow the steps:

1. Click the **Ingredients** tab.

Qwickserve	Ingredients		
Menu	Ingredients		
Ingredients	Search	Q	+ 2
Recipe Items	Chickon		<u></u>
Sets	1		

- 2. Click the sign for adding a new ingredient.
- 3. Enter the following information:
  - o (Required) PLU (Product Look-up Code) up to 5 characters
  - o Ingredient name
  - o Department
  - o Category
- 4. Select the unit of measurement from the Unit list.

In case the **Unit** field is left blank or contains value that is not from the list, the "Piece" measure type is assigned to the ingredient automatically.

(i) Once you link an ingredient to a PB item, this field will not be available for editing anymore to make sure the item and ingredient have the same measure type – weight, volume or unit/piece. For information in linking ingredients to bulk PB items, see Linking/Unlinking an Ingredient to the Price Book item.



5. Specify the item's nutrition information.

<	Ingredients						
		Butter PLU*	1917	[	Nutrition Setup	Enter	
		Name*	Butter		Serving Size	Enter	
		Department	1   Qwickserve	~ +	Calories	234cal	
		Category	1   Qwickserve Menu	~ +	Calories from Fat	Enter	% % Daily Value (DV)
		Unit	OZ	~	T T .	<i>.</i> .	

- 6. Set the ingredient's image. Do the following:
  - o Click the space for the image.
  - At the right of the space for the image, click the image icon.
  - Select the image from the Media Library list. For more information on Media Library, see Working with Media Library.
- 7. Link the ingredient to the Price Book items. For more information, see Linking/Unlinking Ingredient to Price Book Item.

#### **Editing Ingredient**

To edit the ingredient, follow the steps:

- 1. Click the **Ingredients** tab.
- 2. Select the ingredient to edit from the list. Use the search (by name or PLU) function if necessary.

Qwickserve	Ingredients				
Menu					
Ingredients	Ingredients				
Ingreatence	1917	Q	+ 0		
Recipe Items			. ~		
Sets	Butter 1917				
Promotions					

- 3. Click the ingredient you want to edit.
- 4. Edit the following information.
  - o PLU (Price Look-up Code)
  - o Ingredient name

- o Department
- o Category
- o Ingredient unit of measurement (e.g. grams)
- o Ingredient nutrition information.
- o Linked Price Book items. For details, see see Linking/Unlinking Ingredient to Price Book Item.

### **Deleting Ingredient**

To delete an ingredient, follow the steps:

- 1. Click the **Ingredients** tab.
- 2. Select the ingredient to delete from the list. Use the search (by name or PLU) function if necessary.
- 3. Click the ingredient's image.
- 4. At the right of the image, click the cross sign.

utter		
U*	1917	
ime*	Butter	
partment	1   Qwickserve	$\sim$ +
tegory	1   Qwickserve Menu	$\sim$ +
it	oz	
wickserveQASm	artPOS100-180	$\sim$
		÷
	Itter U* me* partment tegory it wickserveQASma	utter         J*       1917         me*       Butter         partment       1   Qwickserve         tegory       1   Qwickserve Menu         it       oz         wickserveQASmartPOS100-180

### Linking/Unlinking Ingredient to Price Book Item

It is necessary to link ingredients to specific Price Book items for accurate recipe cost calculation.

Recipe items are constructed of ingredients, which, in turn, are linked to specific Price Book items and indicate, which portion of the bulk Price Book item must be used in the recipe.

The ingredients do not have the specific measure set. They only have the unit of measurement, and the ingredient's measure quantity/portion size is set when linking ingredients to sets or setting up the recipe base ingredients.



For more details on recipe costing calculation, see Recipe Item Cost.

You can link or unlink the ingredient to the Price Book items for one or several stations on the account.

To link/unlink an ingredient to the Price Book item, follow the steps:

1. Open the corresponding ingredient.



Linking ingredients to PB is necessary for the correct inventory calculation of the items that undergo the recipe costing method of calculation, that is, purchased in one form and sold in another.

- 2. In the stations list, select one or several stations for which you need to link or unlink the ingredient.
- 3. Do one of the following:
  - To link an ingredient to the Price Book item, click the plus sign, and then select the Price Book item from the list. Use search to find the item, if necessary.

	× Butter			Pricebook Items List		
	PLU*	1917		butter	Q	í
	Name*	Butter		Bulk Butter(100.00000oz)		
	Department	1   Qwickserve	v <b>+</b>	00100000548127		
	Category	1   Qwickserve Menu	~ +			
	Unit	OZ	~			
Pricebook items	QwickserveQA	SmartPOS100-180; Qwickserve	QASmari 🗸			
			+			



• To unlink the ingredient from the Price Book item, select the Price Book item and then click the cross sign.

	Butter		
	PLU*	1917	
	Name*	Butter	
	Department	1   Qwickserve	$\sim$
	Category	1   Qwickserve Menu	~
	Unit		
Pricebook items	QwickserveQAS	SmartPOS100-180; Qwickserved	QASman
			1.1

For more details on recipe costing calculation, see Recipe Item Cost.

It is assumed that the bulk Price Book items are already set up. It is also possible to create a new Price Book item in the middle of the process of linking ingredients. For more information, see Adding New Regular Price Book Item.

## **QwickServe Nutrition Facts**

You can add nutrition information for recipe items and ingredients.

To add nutrition information, follow the steps:

- 1. Open recipe item or ingredient.
- 2. Click Nutrition Facts.
- 3. Enter the nutrition information.
- 4. (For recipe items only) Select the method of nutrition calculation:
  - **Automatic.** Nutrition facts for the recipe item are calculated automatically by the system a sum of nutrition facts for each ingredient.
  - o Manual. Nutrition facts for the recipe item are entered manually.
  - **Off.** Nutrition facts for the recipe item are not calculated. In this case the nutrition information is not displayed for an item in the ordering menu.





The number of item's calories, if any, is displayed on the item's image.

	Cheeseburger							
	PLU*	1004 U	JPC 10000000	17				
	Department	1   Qwickserve	~	+				
	Category	1   Qwickserve Mer	iu V	+				
/ Io2Cal	Advanced Price N	<u>/lanageme</u>						
		_						
BASE	Nutrition setup	þ			Calculation:	Automatic	~	
SETS				_		Automatic Manual		
ADD-ONS	Serving Size			2g		Off		
ROUTING	Calories			162cal				
DESCRIPTION	Calories from Fat	:		2cal	% % Daily Value (DV)			
	Total Fat			1g	2% (65)		+	

## **QwickServe Sets**

All QwickServe sets are created on the account level and available for all stations on the account. However, you can configure the following settings of the sets on the station level:

- MIN and MAX numbers of ingredients
- Tier prices
- Ingredients list

You can perform the following operations with the sets of ingredients:

- Creating New Set
- Editing Set
- Deleting Set
- Assigning/Unassigning Ingredients

### **Creating New Set**

To create a new set, follow the steps:

1. Click the Sets tab, and then click the icon for creating a new set.

Sets
Sets
Search Q + C
Set Min = 2 Max = 10 (2)
Set Min = 0 Max = 0 max ingr = 3 (0)

- 2. Enter the following information:
  - o Set name

(i)

- o MIN. The minimal number of ingredients to be sold per one recipe item.
- o MAX. The maximum number of ingredients to be sold per one recipe item.

By default, the minimal and maximum numbers are assigned to all locations on the account. Then, you can change them for a specific station, by selecting this station from the **Locations** list and changing the numbers.

0	Burger Chee	ese		
	Name Min Max	Burger Cheese	Allow Whole Allow Half Allow Quarter	c
	Tier Prices	🔾 Set Level 🔘 Ingredient Le	vel	

- 3. Select if you want to enable partitioning of the ingredients assigned to this set:
  - o Allow Whole. Ingredient is sold as a whole. This option is selected by default.
  - o Allow Half. Ingredient can be sold in halves.
  - o Allow Quarter. Ingredient can be sold in quarters.



The partitioning is available for the user in the ordering menu.



- 4. In **Tier Prices**, select the level of setting up the tier price ranges: **Set Level** or **Ingredients Level** and set the tier price ranges for the set, if the **Set Level** was selected.
- 5. Assign the ingredients to the set. For more information, see Assigning/Unassigning Ingredients. By default, the ingredients are assigned to all locations on the account. Then, you can change the set's ingredients for a specific station, by selecting it from the Locations list and reassigning ingredients.
- 6. Set the tier price ranges for each ingredient in the set, if the **Ingredients Level** was selected in **Tier Prices**. By default, the tier price ranges are set for all locations on the account. Then, you can change the tier price ranges for a specific station, by selecting it from the **Locations** list and setting the new price.
- 7. Enter the ingredient portion size and the maximum number (cannot be more than the MAX value for the whole set).

### **Editing Set**

To edit a set, follow the steps:

- 1. Click the **Sets** tab, and then select the set to be edited from the list. Use search if necessary.
- 2. Open selected set by clicking it.
- 3. Edit the following information.
  - o Set name

- MIN. The minimal number of ingredients to be sold per one recipe item.
- o MAX. The maximum number of ingredients to be sold per one recipe item.
- o Partitioning options.
- o (Optional) Edit the tier price ranges for the set or its ingredients.
- o Edit the portion size and the maximum number of ingredients.

#### **Deleting Set**

To delete a set, follow the steps:

- 1. Click the Sets tab.
- 2. Select the set to be deleted from the list. Use search if necessary.
- 3. Click the delete sign.

Salad Dress	ing		
Name	Salad Dressing	II Allow Whole	×
Min	1	Allow Half	-
Max	10	III Allow Quarter	
Tier Prices	🔾 Set Level 🔘 Ingredient Level		

#### Assigning/Unassigning Ingredients

By default, the ingredients are assigned to all stations on the account. Then, you can change the set's ingredients for a specific station, by selecting this station from the Locations list and reassigning the ingredients to the set.

To assign/unassign ingredients to the set, slick **Sets**, select the set you want to assign the ingredients to, and then do one of the following:

- To assign an ingredient to the set, click the add sign, and then select the ingredient from the list.
- To unassign the ingredient from the set, click the cross sign near the corresponding ingredient.

Extra C	heese			
	Name Extra Che	ese	Allow Whole     Allow Half	ж
Tie	Max 7	vel ( ) Ingredient Level	Allow Quarter	
Ingred	ients for Set			
3006 0+ \$0.00	American Cheese	+ Price	Weight: 0.3 oz Max. Qty.: 1	+ ×
3004	Cheddar Cheese	+ Prize	Weight: 0.3 oz Max. Qty.: 1	×.

To reorder ingredients in the set, drag and drop the ingredient and move it to another position.

#### **Tier Price Ranges**

Tier prices are the price ranges to be applied to the whole set or to each ingredient in a set depending on the ingredients quantity.

For example, you can charge each additional portion of an ingredient different prices.

By default, tier prices are set for all station on the account. Then, you can edit tier prices for a specific station, by selecting it from the Locations list and setting new prices.

In the example below the Ingredient Level is selected and the following tier price ranges are applied to the ingredients of the Salad Dressings set:

- **Oil & Vinegar** the 1<sup>st</sup> ingredient is free (0+), the 2<sup>nd</sup> and the 3<sup>rd</sup> ingredients cost 5 cents (1+), the 4<sup>th</sup> ingredient and more portions of this ingredient cost 6 cents (3+).
- French the 1<sup>st</sup> and the 2<sup>nd</sup> ingredients are free (0+), the 3<sup>rd</sup> ingredient costs 6 cents (2+), the 4<sup>th</sup>

ingredient and more portions of this ingredient cost 7 cents (3+).

salad Dr	ressings					
N	Name_Salad (	Dressings		II Alle	ow Whole	
	Min 1			III Alle	ow Half	
	Max 10			III Alle	w Quarter	
		1.000				
ngredie	nts for S	et				+
5057 0	ents for S	et		Weight: 0.3 o:	z Max. Qty.:	+ • × •
5057 0i	ents for S il & Vinegar 1+	et 3+	+ Price	Weight: 0.3 or	: Max. Qty.:	+ • ×
5057 01 0+ \$0.00	ents for S il & Vinegar <u>1+</u> \$0.05	et 3+ \$0.06	+ <u>Price</u>	Weight: 0.3 or	z Max. Qty.:	•× •
5057 Oi 0+ \$0.00 5061 Fr	I & Vinegar	et 3+ \$0.06	+ <u>Price</u>	Weight: 0.3 or Weight: 0.3 or	: Max. Qty.: : Max. Qty.:	• × •
5057 Oi 0+ \$0.00 5061 Fr 0+	ents for S il & Vinegar <u>1+</u> \$0.05 ench <u>2+</u>	et 3+ \$0.06 3+	+ <u>Price</u> + <u>Price</u>	Weight: 0.3 or Weight: 0.3 or	: Max. Qty.: : Max. Qty.:	• ×

**(i)** 

If you want pricing for quarters to be activated, you must start price ranging with 0+ and continue setting the regular way.

In the following example, the Set Level is selected and all the ingredients have the same tier price ranges: the 1<sup>st</sup> ingredient is free (0+), the 2<sup>nd</sup> ingredient and more portions of the ingredient cost 5 cents (1+).

Salad	Dressings				
	Name Salad Dressings Min 1		<ul> <li>Allow V</li> <li>Allow H</li> </ul>	Vhole	)
	Max _10		Allow Q	luarter	
0+ \$0.00	er Prices  Set Level  Ingredient Level				
5057	Oil & Vinegar	Weight:	0.3 oz	Max. Qty.: 0	×
5061	French	Weight:	0.3 oz	Max. Qty.: 0	×
5055	Italian	Weight:	0.3 oz	Max. Qty.: 0	×
5059	Blue Cheese	Weight:	0.3 oz	Max. Otv.: 0	×

## **QwickServe Add-ons**

Add-ons are managed for each station on the account.

To assign/unassign add-ons to the item, follow the steps:

- 1. Open the item you want.
- 2. Click **ADD-ONS** and then in the **Locations** list, select the station for which you want to assign or unassign the add-ons to the item.
- 3. Do one of the following:

o To assign an add-on to the item, select the add-on from the list. Use search if necessary.

	Cheeseburge	er		Add-ons			
Contraction of the second s	PLU*	1004 UPC 100000001	7	Search Q	+ 2		
Contractive sector	Department	1   Qwickserve V	+	Colaz			
	Category	1   Qwickserve Menu V	+	0000085667891	\$17.00		
162cal	Advanced Price N	Manageme		Bottle Water 00000090000676	\$0.89		
DASE	Location:	QwickserveQASmartPOS100-180	~	PEPSI 200Z 00012000001291	\$1.89		
BASE				CLASIC COKE 2			
SETS				00012000443473	\$0.99		
ADD-ONS				Bulk mayo 0010000000267	\$0.20		

• To unassign the add-on from the item, hover over add-on, and then click the corresponding delete sign for the ingredient.

	Cheeseburger			A	Add-ons				
	PLU*	1004 UPC	100000001	7 Sei	arch	_	Q	+ 2	
CONTRACTOR OF STREET	Department	1   Qwickserve	$\sim$	+	a	Colaz			
	Category	1   Qwickserve Menu	~	+	Cont	00000085667891		\$12.00	
2 162cal	Advanced Price M	lanageme				PEPSI 200Z 00012000001291		\$1.89	
						CLASIC COKE 2 00012000443473		\$0.99	
BASE	Location:	QwickserveQASmartPOS1	100-lab	~		Bulk mayo			
SETS	PEPSI 20OZ	1	×			0010000000267		\$0.85	
ADD-ONS	00012000001291		\$1.8	9		Bulk salami 00100000000298		\$8.00	

To reorder add-ons in the item, drag and drop the add-on and move it to another position.

The add-ons appear on finishing the made-to-order item construction at the food ordering menu.



## **Creating QwickServe Promotion**

QwickServe solutions supports for the following promotion types:

- Price Each Mix (Amount)
- Mix & Match (New Price)
- Price Modifier (New Price)
- Price Reduction (Buydown): This promotion is not displayed in the QwickServe Mobile, but discounts within this promotion still can be applied to the items.

To create a new QwickServe promotion:

- 1. Do one of the following:
  - o In the main top menu, click **Price Book** > **Promotions**.

::: Qw	ickserve					
DATA ENTRY	PRICE BOOK	VENDORS REPOR	RTS	SETTINGS		
Owickserv	Dashboard	hu				
	CR Departments	3				
Menu	Menus					
Ingredients	Recipes	T				
Recipe Items	Ingredients					
Sets	Items		Q	Sort by:	Default	· 11 C
Promotions	Category			Trade Show 😡		
Device Managen	NACS Categorie	is 🛛 🔤 🎆 🚃		• <u>18 Categories</u>	• 87 Recipe items	• 47 Promotions
Related Re	Price Groups	i 🕍 🤐	_			
QwickServe Orde	Promo Groups					
Gross Profit	Item Tags			Trade Show Spar	hish Q	
Inventory	Promotions		-	<ul> <li><u>18 Categories</u></li> </ul>	<ul> <li><u>83 Recipe items</u></li> </ul>	<ul> <li>47 Promotions</li> </ul>
Reconciliation	New Items Mana	ager 📃 🧰 💳	5			

o In the QwickServe right menu, click Promotions.

	Qw	ickserve							
DATA	ENTRY	PRICE BOOK	VENDORS	REPOF	RTS	SETTINGS			
Qw	ickserv	/e	Menu						
Menu									
Ingre	dients		+						
Recip	e Items								
Sets			Search		Q	Sort by:	Default	~ <b>1</b> 1	C
Prom	iotions		•			Trade Charry Q			
Devic	e Managen	nent				<ul> <li><u>18 Categories</u></li> </ul>	<ul> <li><u>87 Recipe items</u></li> </ul>	• <u>47 Pron</u>	notions
Rela	ated Re	eports			5	_			



2. At the top left of the **Promotions** list, click Add New.

Promotions				_					_	
Add New Edit End Promotor Promo Acceptance Form Search Print										
Current Station: C	ochran									
Show All Promotions										
· control on created du	ring last 7 days									
providence or concerve										
Displayed records 1 - 50	(total 134)									
Pages: 1 2	3 >									
ABCDE	FGHI	JKLMNOPQ	RST	UVWXYZO	1 2 3 4 5 6	7 8 9				
Other										
⊤Promo # ⊤	External Promo #	Promotion Name	TEnd Date	⊤ Туре	<b>▼</b> Discount	T Discount type	TReimburse	⊤ Last Sa Da	de te	
1601227		2 pk Doral	01/01/2025	Special: Mix & Match	\$18,14	New Price				
1259951		2 pk GPC	01/01/2025	Special: Mix & Match	\$17.46	New Price				
1988927		2pk Wave	01/01/2025	Special: Mix & Match	\$14.82	New Price				
2140854			01/01/2025	Special: Mix & Match	\$21.18	New Price		04/08/20		
2140841		Altria 2PK B&H Margin 3-13-20							20	
2140907		Atria 2PK B&H Margin 3-13-20 Atria 2PK Basic Margin 3-13-20	01/01/2025	Special: Mix & Match	\$18.64	New Price			20	
2140007		Altria 2PK B&H Margin 3-13-20 Altria 2PK Basic Margin 3-13-20 Altria 2PK Chesterfield Margin 3-18-20	01/01/2025	Special: Mix & Match Special: Mix & Match	\$18.64 \$14.60	New Price New Price			20	
2140852		Altria 2PK B&H Margin 3-13-20 Altria 2PK Basic Margin 3-13-20 Altria 2PK Chesterfield Margin 3-13-20 Altria 2PK L&M Margin 3-13-20	01/01/2025 01/01/2025 01/01/2025	Special: Mix & Match Special: Mix & Match Special: Mix & Match	\$18.64 \$14.60 \$14.72	New Price New Price New Price		04/15/20	20	
2140852 2140878		Attria 2PK B8H Margin 3-13-20 Attria 2PK Basic Margin 3-13-20 Attria 2PK Chesterfield Margin 3-18-20 Attria 2PK L&M Margin 3-13-20 Attria 2PK Mari 72 Margin 3-13-20	01/01/2025 01/01/2025 01/01/2025 01/01/2025	Special: Mix & Match Special: Mix & Match Special: Mix & Match Special: Mix & Match	\$18.84 \$14.80 \$14.72 \$18.42	New Price New Price New Price New Price		04/15/20	20 20 20	

- In the Promotion setup form, specify the promotion settings and click Save. For more information on how to set up the promotion settings, see Promotion Setup Form.Promotion Setup Form.
- 4. In the How much section, use New Price (Special) only.

## **QwickServe Locations**

Routing feature is designed for addressing different groups of category or recipe items between the KDUs or kitchen printers, which saves time and makes the kitchen processes more flexible.

You can configure routing for each location on your account separately.

- Routing Workflow
- Creating New Location
- Deleting Location
- Assigning/Unassigning Locations to Items
- Assigning/Unassigning Locations to Categories

#### **Routing Workflow**

Step 1: Create a location on the cloud side.





Step 2: Assign location to a recipe item.

	Cheeseburge	r	Still Devices				
a contra	PLU*	1004 UPC 1000000017	Search Q + C				
THE PARTY OF THE OWNER	Department	1   Qwickserve v +	Hot Cooking				
	Category	1   Qwickserve Menu 🗸 🔸					
/ 162cal	Advanced Price M	Cold Cooking					
			7007				
			1951				
BASE	Location:	QwickserveQASmartPOS100-180	test1				
SETS	Hot Cooking		test2				
ADD-ONS							
ROUTING			test3				

Step 3: Set up a device and add this location to the list of locations that can send orders to this device.

Terminal	KDU	Devices	Register	Payment	Departments	Taxes	Shifts
Pla	y Sound Sound	Play So	und when new	/ Order received			
Sound	Volume			Play Sound	I		
Labels Dim	nensions	🔘 3x3 Inc	hes 🔿 3x2 Ir	iches			
KDU I	Location	Select or	Add Locatior	n Q			
		Kitchen	printer				
		Cold Foo	od KDU				
		Hot Foo	d KDU				

**Result:** Once placed, the category or recipe items within one order are sent to different KDUs, depending on the item and KDU locations.

For example, customer orders a salad and a pizza. The salad is assigned to the "Cold foods" location, the pizza – to the "Hot Foods". There is 1 KDU and 1 kitchen printer in the café. KDU is set up to receive cold food orders and kitchen printer – the hot food ones. So, this single order is split between KDU and printer.

### **Creating New Location**

You can create a new location in the following ways:

- Working with Category
- Working with Recipe Item

#### **Creating Location in Category Form**

When location is created within a category, it automatically becomes available for all recipe items in this category.

To create a new location in the Category form, follow the steps:

- 1. Click the category for which you want to add a location.
- 2. At the right of the category, click the locations sign.



- 3. In the Locations list, select the station for which you want to add a location.
- 4. In the **Search** field, enter a new location name.
- 5. At the right of the **Search** field, click the plus sign.



### **Creating Location in Recipe Item Form**

To create a new location in the Recipe Item form, follow the steps:

- 1. In the Recipe Items list, select the recipe item.
- 2. In the Recipe Item form, click **ROUTING**.

and the second se	Cheeseburge	er		Still Devices				
Carl Carl	PLU*	1004	UPC	1000000	017	Search	Q	+ 2
CONTRACTOR OF STREET	Department	1   Qwickserve	2		~ +	Hat Cooking		
	Category	1   Qwickserve	e Menu		~ +	Hot Cooking		- 1
🧳 162cal	Advanced Price	Manageme		Cold Cooking		- 1		
						7997		
BASE	Location:	QwickserveQA	SmartPOS1	100-180	~	test1		
SETS	Hot Cooking					test2		
ADD-ONS	Cold Cooking					tort3		
ROUTING	cona cooking					100		- J.
DESCRIPTION						Test5		

- 3. In the **Still Devices** list > the **Search** field, enter a new location name.
- 4. At the right of the **Search** filed, click the plus sign.



### **Deleting Location**

To delete a location from the list of available locations, do one of the following:

• In case you are working with the category, in the **Locations** list, select the station, hover over a location, and then click the cross sign.

Locations			
QwickserveQASmartPOS100	-180		$\sim$
Search	Q	+	C
Hot Cooking		×	Î

• In case you are working with the recipe item, in the **Still Devices** list, hover over a location, and then click the cross sign.

Still Devices		
Search	Q	+ 2
Hot Cooking		×

### Assigning/Unassigning Locations to Items

To assign/unassign a location to the item, follow the steps:

- 1. Open any recipe item and then click **ROUTING**.
- 2. In the **Location** list, select the station, for which you want to assign or unassign the location to the item.
- 3. Do one of the following:
  - To assign a location, select it from the **Still Devices** list and double-click it.

	Cheeseburge	er	Still Devices			
Carlos and	PLU*	1004 UPC 1000000017	Search Q + C			
Contraction of the second s	Department	1   Qwickserve v +	Hot Cooking			
	Category	1   Qwickserve Menu 🗸 +				
7 162Cal	Advanced Price	Cold Cooking				
			7997			
BASE	Location:	QwickserveQASmartPOS100-180	test1			
SETS	Hot Cooking		test2			
ADD-ONS						
ROUTING			test3			

o To unassign a location, hover over it and click the cross sign.

	Cheeseburge	er	Still Devices				
C. A. L	PLU*	1004 UPC	1000000017	Search	Q	+ 2	
	Department	1   Qwickserve	~ +	Hot Cooking		-	
	Category	1   Qwickserve Menu	$\sim$ +	The cooking			
7 162cai	Advanced Price I	<u>Manageme</u>		Cold Cooking		- 1	
				7997			
BASE	Location:	QwickserveQASmartPOS	100-180 🗸	test1			
SETS	Hot Cooking		×	test2			
ADD-ONS	Cold Cooking			test3			
ROUTING	cona sooking						
DESCRIPTION				Test5		_	

## Assigning/Unassigning Locations to Categories

The feature is currently in progress.

## **Recipe Item Cost**

The Recipe Item Cost section consists from the following subsections:

### Recipe Item Cost Calculation

Recipe items cost is calculated as a sum of the base ingredients.

Each base ingredient is linked to one or several bulk Price Book items. The cost is based on the PB item cost and the part of the bulk item used for the recipe.

	Cheeseburger									Bun		
Carlos Carlos	PLU*	1004	UPC 1	000000001	7			1	PLU*		3005	
	Department	1   Qwickserve	-	$\sim$	+		6	L	Name*		Bun	
	Category	1   Qwickserve	e Menu	$\sim$	+	4			Departm	ent	1   Qwickserve	$\sim$ +
162Cal	Price for	QwickserveQA	SmartPOS 🗸	\$10.0	0	1		🥒 60cal	Category		1   Qwickserve Menu	~ +
	Advanced Price M	/anageme	GPM: 48%	<u>Cost: \$5</u>	.22	/			Unit			
					/		Priceboo	k items	Qwickse	rveQASr	nartPOS100-180	~
BASE	-		Optiona	l Hidden								100
	Bun 3005	2.07			Ê							
SEIS	American Cheer						Bulk Bun	(100.0000oz)				
ADD-ONS	3006	2 oz					00300000	0507227				

Once base ingredient is added or removed from recipe, the recipe cost is recalculated immediately in the Recipe Cost section.

(i)

If even one ingredient is missing a unit value, the recipe item cost will not calculate.

For example, you have configured the "Cheeseburger" recipe item containing the following base ingredients:

Base Ing	gredient	Bulk Item the Base Ingredient is linked to				
Name	Portion Size	Name	Cost and Measure Unit			
Patty	0.2 lbs	"Ground Beef"	10 dollars for 2 lbs			
Bun	1 unit/piece for bun	"Hamburger Patties"	6 dollars for a pack of 6			

If this cheeseburger consists from these 2 ingredients only, it costs 2 dollars:

- 1 dollar for 0.2 lbs of ground beef: 2 lbs of ground beef cost 10 dollars, 0.2 lbs of ground beef cost 1 dollar (0.2\*10/2 = 1).
- 1 dollar for 1 patty: a pack of 6 pieces costs 6 dollars, one piece costs 1 dollar (1\*6/6 = 1).

When ordering cheeseburger, customer may add sets and/or additional ingredients to it, what increases the total item cost.

For example, customer selected the following additional ingredients:

Base Ingredient		Bulk Item the Base I	ngredient is linked to
Name	Portion Size	Name	Cost and Measure Unit
Double cheddar cheese	0.1 lbs	"Cheddar Cheese"	100 dollars for 10 lbs
Mayo dressing	0.3 fluid ounces	"Мауо"	10 dollars for 33 fluid ounces

The additional ingredients cost 2 dollars and 10 cents:

- 2 dollars for double cheddar cheese: 10 lbs of cheddar cheese cost 100 dollars, 0.1 lbs cost 1 dollar (0.1\*100/10); 2 portions cost 2 dollars (1\*2).
- 10 cents for mayo dressing: 33 fluid ounces cost 10 dollars, 0.3 fluid ounces cost 10 cents (0.3\*10/33).

Total item cost = **4 dollars and 10 cents: 2 dollars** for the cheeseburger itself + **2 dollars and 10 cents** for additional ingredients.



### **Recipe Costing Workflow Overview**

The following flow is recommended for correct recipe costing.



vendor

Qwickserve ingredient linked to a PB item



ingredients

Step	Step description
Step 1: Create vendor	<b>Create a new Price Book vendor</b> you are planning to purchase the bulk recipe items from. For more details, see Creating Price Book Vendor.
Step 2: Create bulk Price Book item	<b>Create a new bulk Price Book item</b> and link this bulk item to the newly created vendor. For more details, see the Items Setup section in the Petrosoft Cloud Help.
Step 3: Create store invoice	<b>Create a store invoice to this vendor,</b> so the items would appear in the system inventory. For more details, see Creating Store Invoice Manually.
Step 4: Create ingredient	<b>Create an ingredient</b> and link it to the bulk Price Book item. For more details, see Creating a New Ingredient.
<b>Step 5:</b> Create recipe item	<b>Create a recipe item</b> using the ingredients linked to the bulk Price Book items. For more details, see Adding a New Recipe Item.

### **Creating Price Book Vendor**

There are a lot of vendor settings available on both account and station levels. To run the recipe costing, you need to do the following:

- Mark vendor as active
- Enter the vendor's name
- Specify the vendor's type
- Select stations



To create a new QwickServe Price Book vendor, follow the steps:

1. Click Vendors > Vendors List.

Qwickserve						
👘 DATA ENTRY 👻 PRICE	воок 👻	VENDORS ~	REPO	rts 👻	SETTINGS V	•
Owicksonyo		Vendor List				
QWICKSEIVE	Men	Store Invoices	;			
Menu		Store Purch.				

2. In the Vendors list, click Add New .

Qwickserve	2174
ota antry 🎁 👘	PRICE BOOK Y VENDORS Y REPORTS Y SETTINGS Y
	Add New View/Edit Activate Desctivate Terms List Change Retail Prices Delete Convert to Excel Print Set Negotiated Cost Vendors List
	Vendors
	Displayed records 1 - 4 (total 4) - vendors are missing on your account/station Pages: 1 Show inactive vendors
	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 Other
	vender#vender#vendervende
	433890 NewWolndayVendor N Y Y N 2 // 23716 QS Vendor N Y Y N 886 Y
	42066 SQL Vendor N N V N 4 Y A3867 TWVendor N N N Y N 2 N

To complete the creation of new QwickServe vendor, see the Vendors section in the Petrosoft Cloud Help.

### Calculating Gross Profit Margin (GPM)

Let's recollect all the steps that have been done to make the GPM calculation possible:

- 1. Create ingredients.
- 2. Create recipe items and select the base ingredients for them.
- 3. Create vendors.
- 4. Create price book items (bulk items) and link them to the proper ingredients.
- 5. Create the store invoices.

Once all the steps are done, you can see the GPM calculation for the recipe items.

	Cheeseburge	r			
C. A. C. L.	PLU*	1004	UPC	1000000017	
	Department	1   Qwickserve		~ ·	+
	Category	1   Qwickserve M	lenu	~ ·	+
/ T62Cal	Price for	QwickserveQASm	nartPOS	<ul><li>✓ \$10.00</li></ul>	
	Advanced Price M	anageme Gl	PM: 48%	Cost: \$5.2	22
BASE			Optio	nal Hidden	
SETS	Bun 3005	2 oz			
5215	American Chees	e			
ADD-ONS	3006	2 oz			

The formula to GPM calculation is as follows:

**GPM** = (Retail Price - Cost Price)/Retail Price\*100%

GPM will be recalculated as soon as you change one of the following parameters:

- Recipe price
- Add or remove the base ingredients
- Change the portion size of the base ingredients

### Working with Media Library

Media library contains all QwickServe images.

With media library, you can perform the following operations:

- Store the menu images to reuse them for various items.
- Create image tags and tag the images for quick access.
- Add new images to the media library.

To add an image to the media library, click the plus sign and drag the image from your computer or show the path to location.

To delete the image from the media library, select this image, and then click the cross sign.





To create a new image tag, select the image, click the tag sign, enter the tag name, and then press **ENTER** on your keyboard.



You can assign already created tag to the image, selecting it from the list of tags, if any. You can assign as many tags to the image as you need.

To assign a tag to the item, click the tag icon, click the list icon, and then select the tag.

## **QwickServe Reports**

You can view the QwickServe reports online using your C-Store Office account or directly from the QwickServe device.

To view the QwickServe reports online, using your C-Store Office account, log into C-Store Office and then do one of the following:

#### • Click **Reports** > **QwickServe**.



• Use the **Related Reports** section at the left QwickServe menu.

Qwickserve		
🐗 DATA ENTRY 👻 I	RICE BOOK ~ VENDORS ~	REPORTS ~ SETTINGS ~
Qwickserve	Menu Setup	
Menu		
Ingredients		
Recipe Items		
Sets		
Promotions	<u>•</u>	Qwickserve (Active menu)
Terminal Management		<ul> <li><u>5 Categories</u></li> <li><u>23 Recipe iter</u></li> <li>Default</li> </ul>
Related Reports		Accept Changes
Gross Profit	<u>.                                    </u>	Breakfast
Inventory		<ul> <li><u>8 Categories</u></li> <li><u>2 Recipe item</u></li> <li>Default</li> </ul>
Reconciliation	See 2	
Loyalty		Lunch
Shift Report		• <u>1 Categories</u> • <u>0 Recipe item</u>
Plate Costing Report	500 ats 140	Default

To view the QwickServe reports directly from the QwickServe device, at the top of the left menu, tap the reports icon .

You can view the following QwickServe reports:

### **QwickServe Order History Report**

This section describes the specifics of accessing and interpreting the QwickServe Order History report.

### **Opening the Report**

To open the QwickServe Order History report:

- 1. Log into C-Store Office.
- At the top left of the main page, in the product switcher, select QwickServe. *Result*: QwickServe product main page opens.
- 3. At the top right of the main page, select the location.
- 4. In the left menu, go to Related Reports > QwickServe Order History.



Result: The report opens for the selected location.

III Qwickserve									Greyho	und 🗸 🛛 61	145 Trade Show 🗸	4	
DATA ENTRY PRICE BOOK	VENDORS REPORTS SETT	NGS									WORKFLO	ws 🔞	Ø
Qwickserve	QwickServe Order His	story											
Menu	Saved Filters	rade Show; 02/04/2020	- 05/04/2020; 12:00/	AM - 11:59 PN	I ▼ Save S	ihare Reset							
Ingredients	Shift # Location ID	Location Name	Date and Time	Order #	Order ID	Payment ID	Payment Vendor	Payment Status	Order Status	Sale, \$	Taxes, \$	Total, \$	
Recipe Items	6146	Trade Show	04/19/2020 14:	100	5e9c3a547b72f			Unpaid	Canceled not st	2.14	0.30	2.44	*
Sets	6146	Trade Show	04/19/2020 14:	103	5e9c3b92f997a			Paid	Completed	2.70	0.00	2.70	L
Promotions	6146	Trade Show	04/19/2020 14:	102	5e9c3caebb1f0			Paid	Completed	5.37	0.00	5.37	I.
Device Management	6146	Trade Show	04/19/2020 14:	101	5e9c3d29bb1f0			Paid	Completed	6.94	0.00	6.94	
Related Reports	E 6146	Trade Show	04/19/2020 15:	104	5e9c3ec1f997a			Paid	Completed	10.09	0.00	10.09	
QwickServe Order History	E 6146	Trade Show	04/19/2020 15:	105	5e9c453abb1f0			Unpaid	Canceled but c	9.68	0.00	9.68	
Gross Profit	⊞ 6146	Trade Show	04/19/2020 15:	109	5e9c4623bb1f0			Paid	Completed	6.73	0.00	6.73	
Inventory	⊞ 6146	Trade Show	04/19/2020 15:	106	5e9c463bf997a			Paid	Completed	3.99	0.00	3.99	
Reconciliation	6146	Trade Show	04/19/2020 15:	108	5e9c4969bb1f0			Paid	Completed	18.77	0.00	18.77	
Loyalty	6146	Trade Show	04/19/2020 15:	107	5e9c4a0321ee			Unpaid	Canceled not st	0.89	0.11	1.00	
Shift Report	6146	Trade Show	04/19/2020 15:	112	5e9c4a2aeb88			Paid	Completed	1.25	0.19	1.44	
Plate Costing Report	6146	Trade Show	04/19/2020 16:	110	5e9c4c2fa1404			Paid	Completed	4.45	0.41	4.86	
<										\$521.33	\$29.11	\$550.44	Ē

#### Working with the Report

The QwickServe Order History report provides you the detailed information about the orders processed at QwickServe devices such as QwickServe KDU, QwickServe Self-Ordering Kiosk.

You may use this report during reconciliation to find out the reasons of data mismatch, if any.

While performing reconciliation, you may analyze the following data in the report:

- Shift #: The number of the shift closed by a cashier at the QwickServe device.
- Location ID: The identifier of the location in C-Store Office.
- Location Name: The name of the location.
- **Date and Time**: The date and time when the shift was closed by a cashier at the QwickServe device.
- **Order** #: The number of the QwickServe order. This number is assigned automatically at the QwickServe device once the order is created.
- Order ID: The order identifier.
- Payment ID: The payment identifier.



The order and payment identifiers are used to find and analyze the payment transaction in your profile of the payment vendor, such as Braintree.

- **Payment Vendor**: In case the order is paid online via customer card, the payment vendor will display Braintree as currently QwickServe supports for online payments with Braintree.
- Payment Status: The order payment status which may indicate three possible values:
  - o Paid

- **o** Unpaid
- o Refunded

• **Order Status**: The order processing status at the QwickServe device which may indicate the following values:

- **o** Completed
- o Canceled
- o Canceled not started
- o Canceled but completed
- Sale, \$: The amount of sales within the order.
- Taxes, \$: The amount of taxes within the order.
- Total, \$: Total amount of the order.

Q

At the bottom right of the report table, the following totals are displayed for all orders in the report: **Sale, \$**, **Taxes, \$**, and **Total, \$** columns.

To get the information about the order items, to the left of the order, click the plus icon.

C	wickSer												
Sav	ed Filters	▼ Locatio	ons: Trade Show; 02/04/	2020 - 05/04/2020	2020; 12:00 AM - 11:59 PM		Save Share Reset						
	Shift #	Location ID	Location Name	Date and Time	Order #	Order ID	Payment ID	Payment Venc	Payment State	Order Status	Sale, \$	Taxes, \$	Total, \$
Ξ	\ \	6146	Trade Show	04/19/202	100	5e9c3a547			Unpaid	Canceled n	2.14	0.30	2.44
1	5	GTIN	PLU							Name	Qty		Sale, \$
	<u>00</u>	0070137111276	0						Black & Mild	Jazz Cigarillos	1		0.89
	00071610302754		0					BA	CKWOODS DK S	TOUT SINGLE	1		1.25
÷		6146	Trade Show	04/19/202	103	5e9c3b92f			Paid	Completed	2.70	0.00	2.70
+		6146	Trade Show	04/19/202	102	5e9c3caeb			Paid	Completed	5.37	0.00	5.37

 $\mathbf{Q}$ 

You can also generate the report for all locations on your account, to get the general statistic data. For details, see Filtering the Report Data.

### **Filtering the Report Data**

By default the report is generated for the current day and for the location selected at the top right of the screen.

You can change the default report settings and generate it to match the criteria you need.

To generate the report with applied filters:

 Below the report name, click the filter icon. *Result*: The Applied filters window opens.

- 2. In the **Applied filters** window:
  - a. Select the filters you need. To the right of the selected filter, click **Done**. You can select any of the following filters:
    - Shift #
    - Locations
    - Period
    - Time
    - Order #
    - Order ID
    - Payment ID
    - Payment Vendor
    - Payment Status
    - Order Status
    - GTIN
    - PLU
  - b. At the top right of the window, click **Apply**.

QwickServe Order History										
Saved Filters 🔹	Locations: Trade Show; 02/04/2020 - 05/04/2020; 12:00 AM - 1	1:59 PM   Save Share Reset								
Applied filters	Apply Close	Order ID Payment ID Payment Venc								
Shift # :	Select Shift #									
Locations:	Trade Show	e9d8/38								
Period:	02/04/20 - 05/04/20 Done Cancel	e9d8c38d								
	Day Week Month Quarter Year	e9d93d3								
Time:	12:00 AM - 11:59 PM	e9d979d								
Order # :	Select Order #	e9d9a31								
Order ID :	Select Order ID	e9da0de								
Payment ID :	Select Payment ID									
Payment Vendor :	Select Payment Vendor	e90001a								
Payment Status:	Select Payment Status	e9cea333								
Order Status:	Select Order Status	e9d65f5d								
GTIN:	Select GTIN									
PLU:	Select PLU									

*Result*: The report is refreshed to display the filtered data.

#### **Inventory Report**

The Inventory report displays the following information:

- Shift ID number
- Shift number
- Date
- Time

- Opening amount
- Purchases amount
- Store usage amount
- Spoilage amount
- Ending amount

Inventory Report								
Shift Number	Shift ID #	Shifte	Date/Time	Open	Parchase	Usage	Spolage	Ending
2	2681746	1	10/07/2016 07:13 10/07/2016 08:21	\$14,056.69	nie	\$94.73	nla	nie
1	2681728	1	10/07/2016 D4:54 10/07/2016 05:25	\$6,503.36	\$0.00	\$115.02	\$0.00	\$6,405.34
4	2681320	1	10/05/2016 07:16	\$14,615,43	\$0.00	\$161.35	\$0.00	\$14,454,07

### **Reconciliation Report**

The Reconciliation report displays the following information:

- Shift ID number
- Shift number
- Date
- Time
- CR quantity
- CR sales
- Order quantity
- Order \$
- Var. quantity
- Var. sales

Reconciliation R	eport								
Shift Namber	Shift ID #	Shifte	Date/Time	CR Qty	CR Sales	Order Qty	Order 5	Var. Qty	Var. Sales
2	2681746	1	10/07/2016 07:13 10/07/2016 08:21	61.00000	\$349.64	61	\$349.64	0.00000	\$0.00
1	2681728	1	10/07/2016 04:54 10/07/2016 05:25	60.00000	\$350.40	60	\$350.40	0.00000	\$0.00
4	2681370	1	10/05/2016 07:16	68.00000	\$385.75	68	\$385.75	0.00000	\$0.00

#### Loyalty Report

The Loyalty report displays the following information:

- Shift ID number
- Shift number
- Data and time
- Loyalty sales
- Loyalty amount
- Loyalty %
# 

Loyany Report	yyany keport								
Shift	Shift#	Shift ID #	Date/Time	Loyalty Sales	Loyalty Amount	Loyelty %			
2	1	2681746	10/07/16 07:13 10/07/16 08:21	\$0.00	\$0.00	0.0%			
1	1	2681728	10/07/16 04:54 10/07/16 05:25	\$0.00	\$0.00	0.0%			
			10/07/07 07 17						

#### Shift Report

The Shift report displays the following information:

- Shift ID number
- Shift number
- Date and time
- Sales
- Payments
- Taxes
- Discounts

Shift Report							
Shift Number	ShiftID #	Shift#	Date/Time	Sales	Payments	Taxes	Discounts
2	2681746	1	10/07/2016 07:13 10/07/2016 08:21	\$349.64	\$349.64	\$24.52	\$0.00
1	2681728	1	10/07/2016 04:54 10/07/2016 05:25	\$350.40	\$350.40	\$24.58	\$0.00
4	2681370	1	10/05/2016 07:16	\$385.75	\$385.75	\$26.87	\$0.00

### **Plate Costing Report**

The Plate Costing report displays the following information:

- Name
- QTY
- Begin Inventory
- Purchase
- End Inventory
- COGS
- Sales
- Food Cost
- Gross Profit

Plate Costing Report								
Saved Filters  T10001/2016 - 10/20/2016								
Name	QTY	Begin Inv	Purchase	End Inv	COGS	Sales	Food Cost	Gross Profit
<ul> <li>Qwickserve Menu</li> </ul>	584.00				\$1,016.08	3217.39	31.58%	\$2,201.31
> All American Scramble	2.00				\$0.89	11.98	7.46%	\$11.09
<ul> <li>Egg &amp; Cheese Sandwi</li> </ul>	9.00				\$4.82	26.91	17.89%	\$22.10
Eggs	15.00	\$156.20	0	\$127.84	\$3.60			
Plain Bagel	3.00	\$7.00	0	\$7.00	\$0.00			
Cheddar	2.00	\$54.00	0	\$51.28	\$0.00			
Tomato	3.00	\$15.40	0	\$2.80	\$0.00			
Mustard	2.00	\$0.93	0	\$0.93	\$0.00			

# **Localization and Multi-Language Support**

QwickServe provides multi-language support for KDU and SSOT devices. Users working at the KDU or SSOT can switch between languages and view localized descriptions of menu items and user interface labels. Currently, the following languages are supported:

- English
- French
- German
- Russian
- Spanish

To configure language settings in QwickServe and enable users to switch between languages, you must perform the following activities:

- 1. Provide translations for menus objects.
- 2. Configure language settings at the KDU or SSOT.
- 3. (For users) Select the necessary language at the KDU or SSOT.

#### **Providing Translations**

To let QwickServe users view menus in different languages, you need to set up translations for menu objects: menu names themselves, categories, menu items, ingredients, set names and so on. Translations for menu objects can be configured on the C-Store Office side.

To provide translations for menu objects, follow the steps:

- 1. In C-Store Office, go to **Products Switcher** > **QwickServe**.
- 2. In the left menu, select the necessary object type: Menu, Ingredients, Recipe Items and so on.
- 3. Next to the object name, click the globe icon and define a translation for the object name:
  - o At the top of the displayed window, click Add.
  - o In the **Select language** field, select the target language.
  - o In the field on the right, specify a translation for the menu object name.

# 

o At the top of the window, click **Save** to save the changes.

	Tomato Sauce	2		
Ry Carlow	PLU*	4		
A.C. #	Name*:	Tomato Sauce		9
	Department	Ingredient Name		Add Save Cancel
🥜 100cal	Category	English	~	Tomato Sauce
		French		FR tomato
		Russian		Рус томатный
		Spanish		SP tomato
		German		GR tomato

## **Configuring Language Settings**

In KDU or SSOT settings, you need to set the list of languages that must be available to QwickServe device users and select the default language.

To configure language settings at the KDU or SSOT, follow the steps:

- 1. At the KDU or SSOT, access the administrative interface.
- 2. In the left menu, press the settings icon.
- 3. At the top menu, press the **App** tab to open the application settings.
- 4. In the **Available languages** field, set up a list of languages that must be available to the device users.
- 5. In the **Default language** field, select a language to be displayed at the KDU or SSOT by default.
- 6. In the **Printer Documents Language** field, select a language that must be used for printed documents. If you select the **Interface** option, documents will be printed in the language that is currently selected for the application interface.
- 7. At the bottom of the view, click **Save** to save the changes.



### Selecting Language at KDU or SSOT

After you set up translations for menu objects and configure language settings at the KDU or SSOT, the language list will be displayed at the top right corner of the KDU or SSOT screen. QwickServe users will be able to switch between languages at the device, and the menu items descriptions and user interface labels will be presented in the selected language.

To switch to another language at the KDU or SSOT, press the language icon and select the necessary language from the list.

