HungerRush™

System Configuration

Version 1

USER GUIDE

HungerRush™

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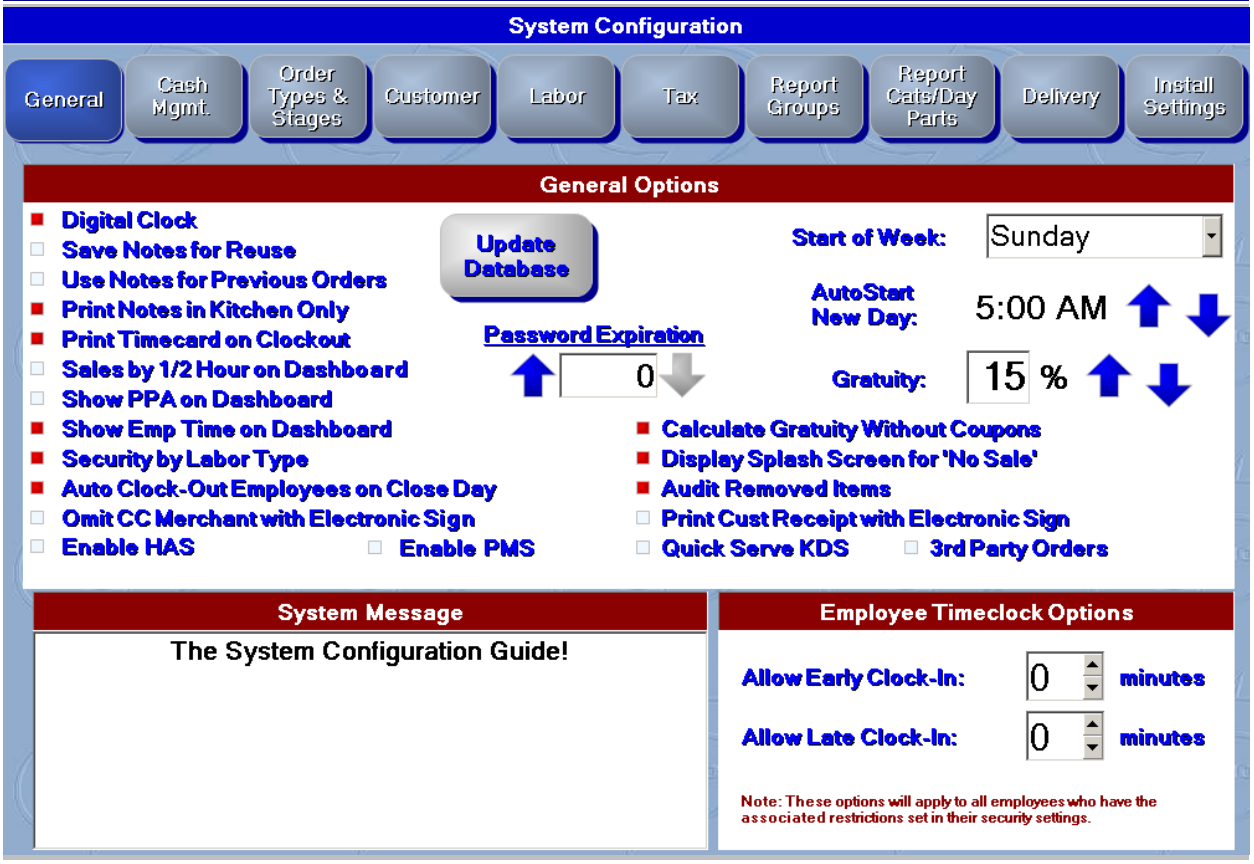
Introduction to System Configuration

Overview

System Configuration is the core of how *HungerRush* operates. Changes made here define how *HungerRush* deals with labor, cash control and online ordering. This guide's purpose is to inform its readers and understand the possible configurations to help streamline you operations. It's highly advised that changes made here be made with proper consultation

NAME	IMAGE
System Configuration Menu	

Business Info

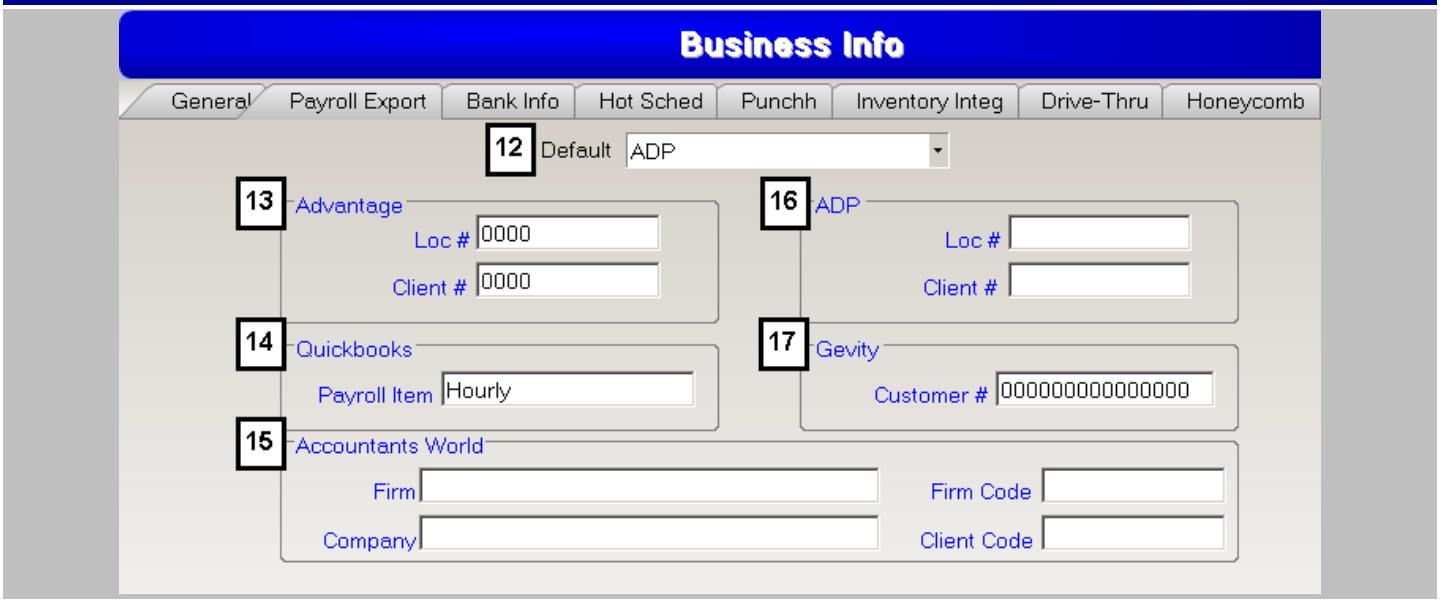
Business Info can be found under the Config button in *HungerRush*. This area includes the Business Information that appears on printed and emailed receipts as well as export and integration settings.

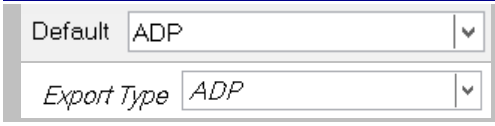
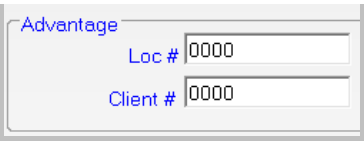
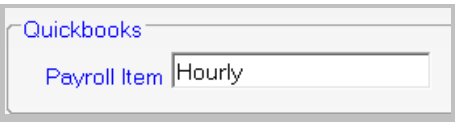
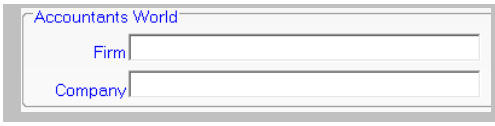
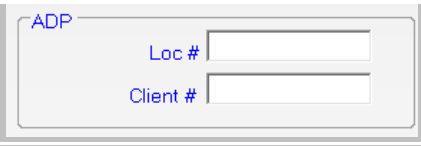
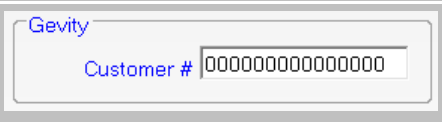
IMAGE

#	NAME	IMAGE	DESCRIPTION
1	Business Name	Business Name Revention Inc. Company Info	**Business Name** appears on reports and is part of Company information if the option is flagged to print in Ticker Format. To access Ticket Format, go to Config > Printers >Ticket Format.
2	Address1 Address2	Address1 12000 Westheimer Address2 Houston, TX 77077	**Address** is part of Company information if the option is flagged to print in Ticker Format. **Address** is also used for the Store address in the NavPoint Mapping software.
3	Phone	Phone 281-589-2500	**Phone** provides a field is to place Company contact information. This will print on tickets too If the option is flagged to print in Ticker Format settings.

4	Fax	Fax 281-589-5200	**Fax** provides a field is to place Company contact information. This will print on tickets too If the option is flagged to print in Ticker Format settings.
5	Website	Website www.revention.com	**Website** provides a field is to place Company online contact information. This will print on tickets too If the option is flagged to print in Ticker Format settings
6	Country	Country USA	The **Country** defined is linked to the NavPoint Mapping software. The accurate country needs to be defined for the mapping to work correctly.
7	HungerRush URL	HungerRush URL www.myplace.hungerrush.com	Use the **HungerRush URL** field to input the company's HungerRush web address which will print on the customer receipts. This also points *HungerRush* to the site to update when price or menu changes are pushed up.
8	***HungerRush* ID**	Revention ID 123456	***HungerRush* ID** is your 6 digit *HungerRush* Account Number. This number is used to link the location to *HungerRush* Enterprise and to facilitate software upgrades.
9	Store #	Store #	**Store #** will appear on reports. This is beneficial for a concept that has multiple locations.
10	Save	Save	**Save** will save the changes made on any of the tabs. This button is always present.
11	Exit	Exit	**Exit** will exit the user from the current screen and return to the main navigation screen.

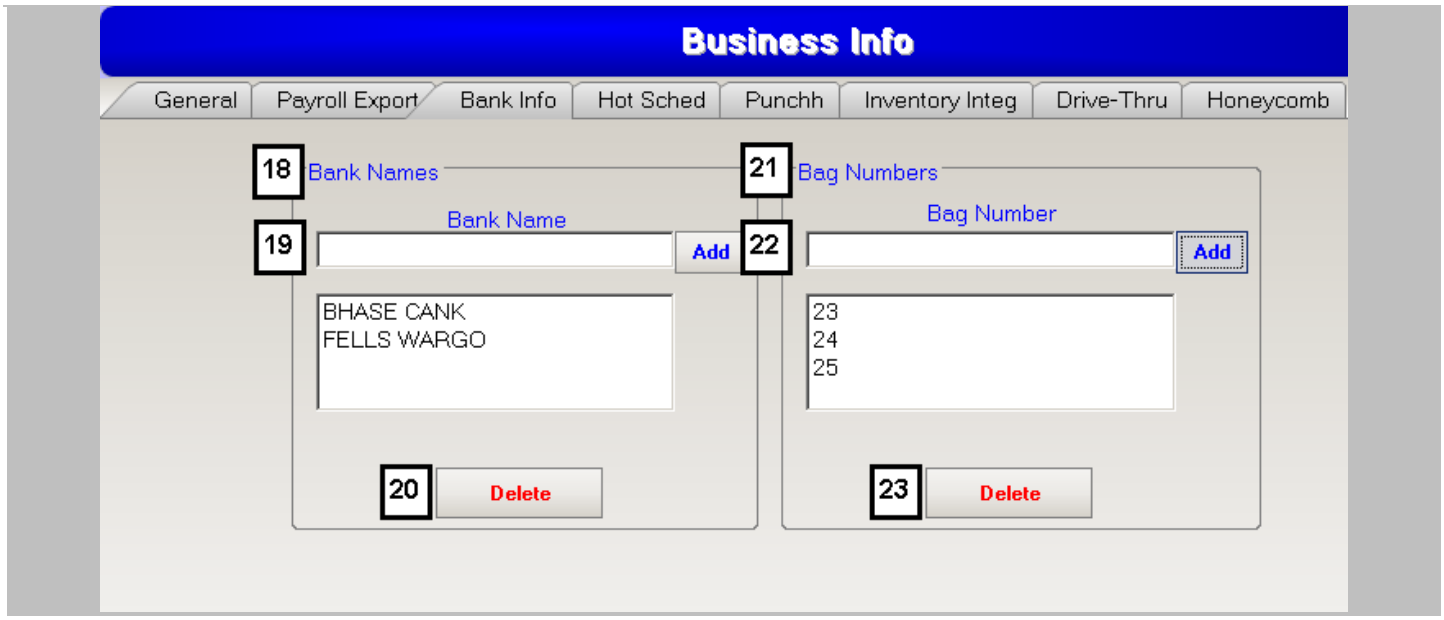
Business Info continued…

IMAGE


#	NAME	IMAGE	DESCRIPTION
12	**Default**		**Default** Payroll Export Name is the export type that appears in the Payroll Export report parameters.
13	**Advantage**		**Advantage** is a payroll export option. The parameters will be provided by your Advantage payroll representative. The file format is .txt.
14	**QuickBooks**		**QuickBooks** is a payroll export option. The file format is an iif. Data includes Date, Labor Type, Employee Name, and Daily Time.
15	**Accountant World**		**Accountants World** is a payroll export option. The file format is .xls. Firm and Company appear at the top of the spreadsheet.
16	**ADP**		**ADP** is a payroll export option. The parameters will be provided by your ADP payroll representative. The file format is .csv.
17	**Gevity**		**Gevity** is a payroll export option. The parameters will be provided by your Gevity payroll representative. The file format is .txt.

Business Info continued…

IMAGE



#	NAME	IMAGE	DESCRIPTION
18	**Bank Names**	Bank Names Bank FELLS WARGO	**Banks Name** is used to assign a bank to a deposit. The bank selection appears at the bottom of the deposit screen.
19	**Add**	Bank Name Add	**Add** will add the bank name or bank bag number to the available list. Enter the bank name and press **Add**.
20	**Delete**	Delete	**Delete** allows a bank name or bank bag number to be deleted. Highlight the bank name and select the **Delete** button.
21	**Bag Numbers**	Bag Numbers Bag # 24	This section allows for the entry of deposit bags and their number associated with each bag.
22	**Bag Number**	Bag Number Add	Enter the bank name or bank bag number. Select Add.
23	**Delete**	Delete	**Delete** allows a bank name or bank bag number to be deleted. Highlight bank bag number and select the **Delete** button.

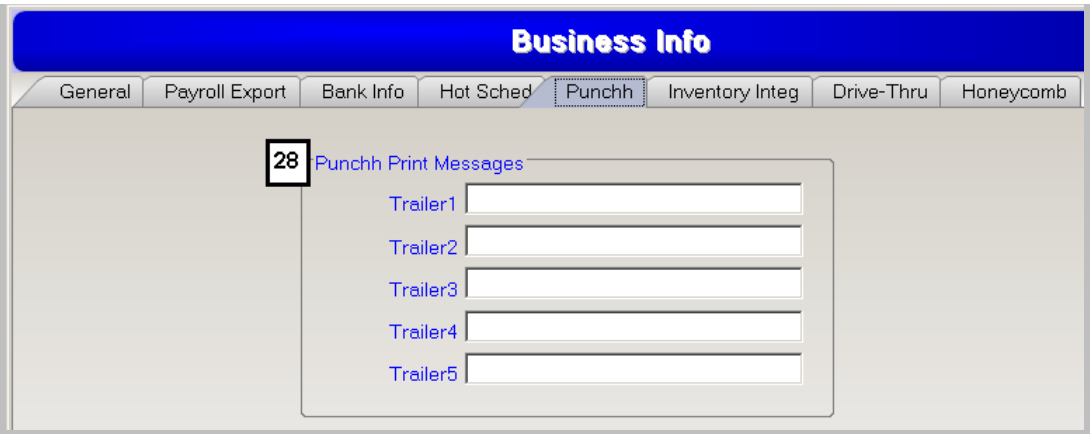
Business Info continued…

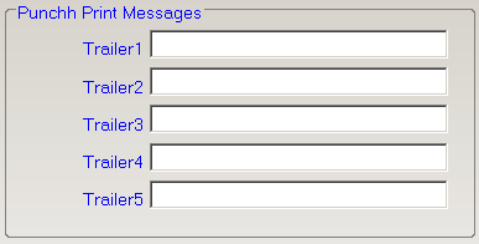
HOT SCHEDULES PARAMETERS

#	NAME	IMAGE	DESCRIPTION
24	User Name	User Name	Username created to log on to Hot Schedules.
25	Password	Password	Password associated the username to log into Hot Schedules.
26	Concept ID	Concept ID 0	Parameter provided by Hot Schedules.
27	Store ID	Store ID 0	Parameter provided by Hot Schedules.

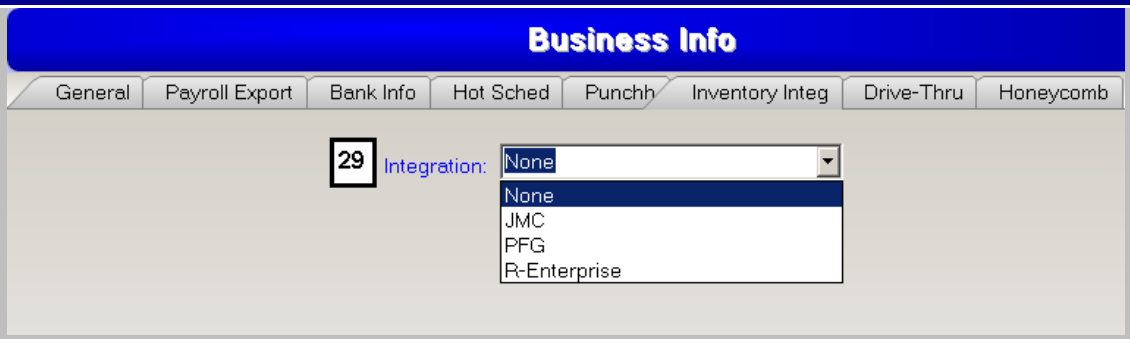
Business Info continued…

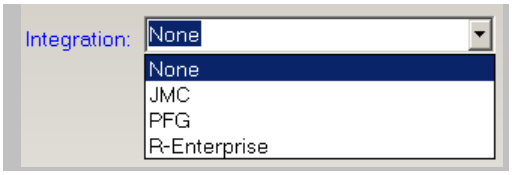
PUNCHH PARAMETERS



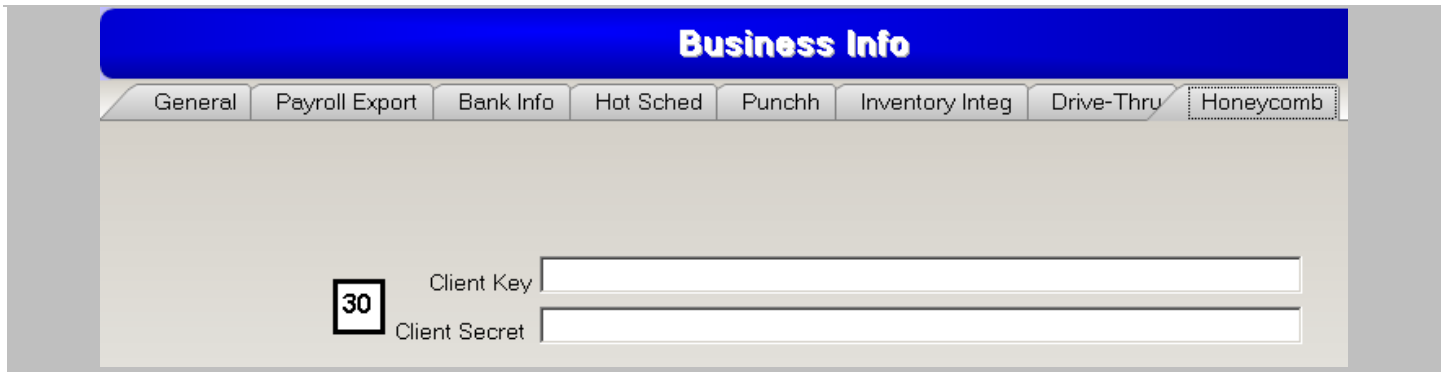
#	NAME	IMAGE	DESCRIPTION
28	**Punchh Print Messages**		Provides fields to input messages that print out.

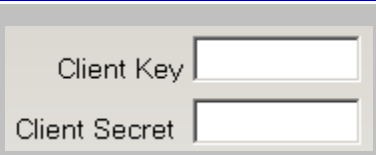
Inventory Integration



#	NAME	IMAGE	DESCRIPTION
29	**Integration**		Use the pull down menu to choose the inventory company for integration.

DRIVE-THRU



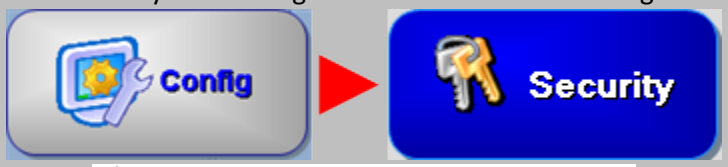
#	NAME	IMAGE	DESCRIPTION
31	**Client Key and Secret**		Once signed up for Honeycomb, *HungerRush* will generate unique Keys to input into these fields. These settings can only be configured by *HungerRush* Technician.

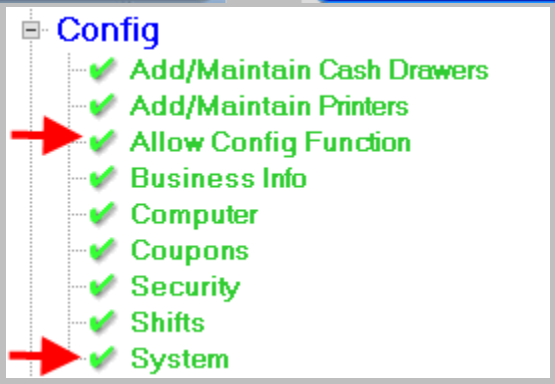
System Configuration

System Configuration is an area that typically is not modified or accessed after the initial installation of your point of sale system. System configuration includes hundreds of different settings that include dashboard options, cash management options, order type configuration, customer configuration, and reporting parameters, just to name a few. This guide will review every tab within System Configuration and define each option available.

IMAGE

Security required to access System Configuration includes Allow Config Function and System:

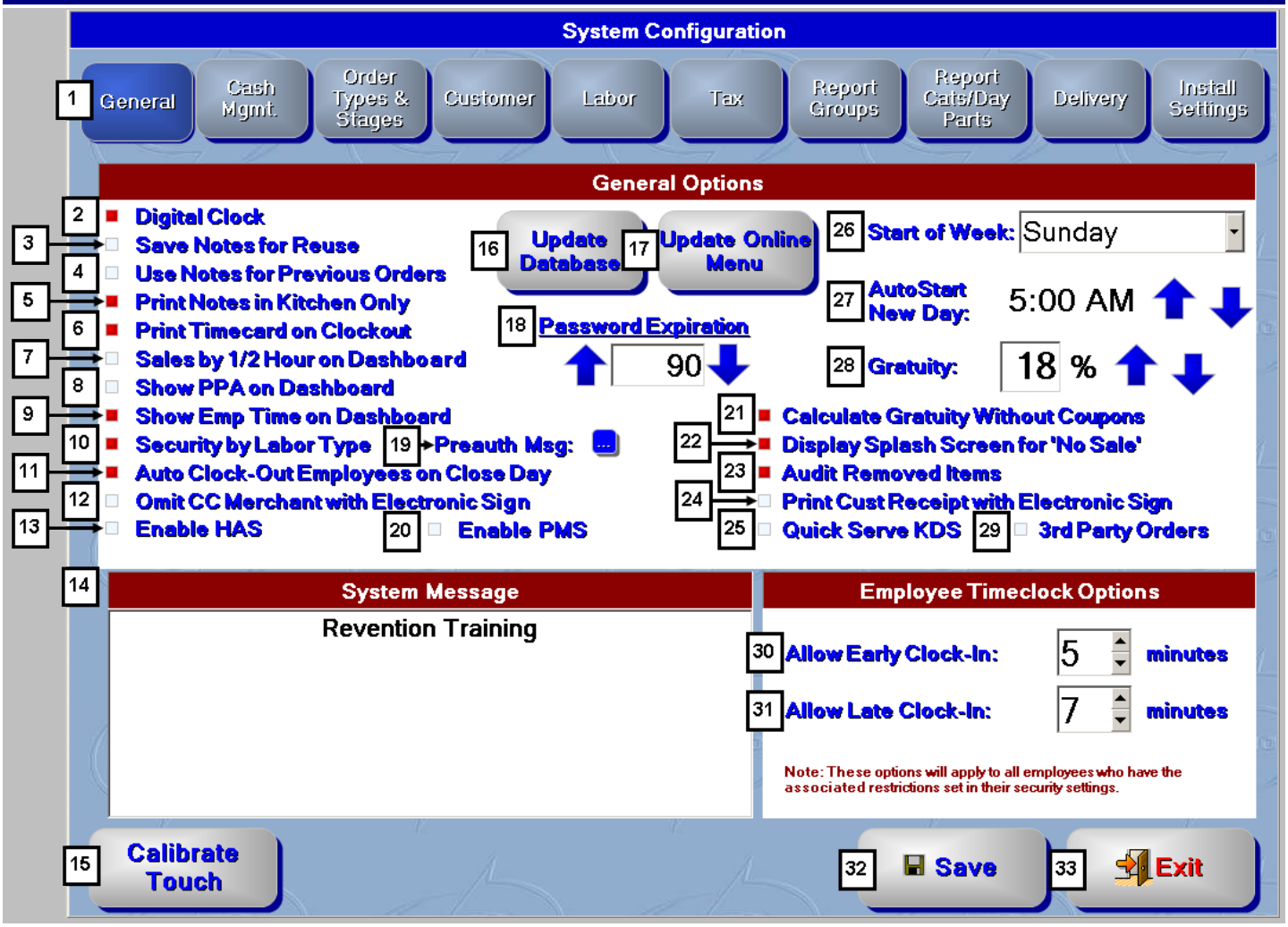


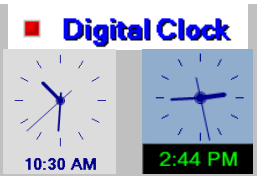


To access System Configuration:

General Settings

IMAGE



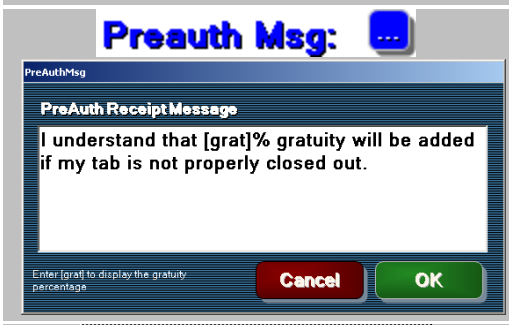
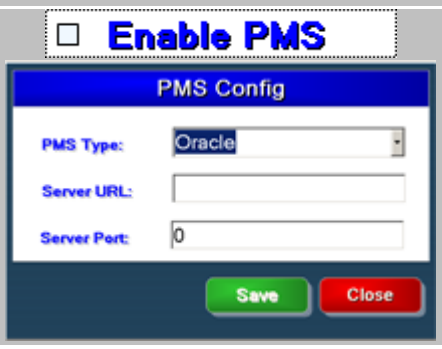
#	NAME	IMAGE	DESCRIPTION
1	General Tab		The **General Tab** contains all the settings that affect several aspects of *HungerRush*.
2	Digital Clock		**Digital Clock** option will add the digital time just below the analog clock on the main menu screen or swap the order screen to a Digital Clock.

General Settings continued…

3	Save Notes for Reuse	Save Notes for Reuse Store Note (for reuse): Yes No Store Note (for reuse): Yes No Orders Hide Save Notes Option	**Save Notes for Reuse** will make Yes the default to save the note for future use. This setting also affects Adjustment Reasons. Even if the default setting is No, a user can still select Yes to save a note. Security Setting to prevent users from saving notes can be found under the Orders security activities. Add access to Hide the Save Notes Option to prevent a user from saving a note.
4	Use Notes for Previous Orders	Use Notes for Previous Orders	Enable **Use Notes for Previous Orders** to make *HungerRush* retain the Item and Order Notes when reordering or reapplying previous orders.
5	Print Notes in Kitchen Only	Print Notes in Kitchen Only Print in Kitchen Only: Yes No Print in Kitchen Only: Yes No	**Print Notes in Kitchen Only** will make Yes the default to print the note in the kitchen.
6	Print Timecard on Clockout	Print Timecard on Clockout	**Print Timecard on Clockout** will automatically print a week to date timecard for the employee when they clock out.
7	Sales by ½ Hour on Dashboard	Sales by 1/2 Hour on Dashboard Time / Ord # / Total Sales 12:00 - 12:30 / 10 / 123.36 12:30 - 13:00 / 6 / 61.55 13:00 - 13:30 / 5 / 62.85	This option changes the Hourly Sales in the Dashboard to show sales by half hour instead of by hour.
8	Show PPA on Dashboard	Show PPA on Dashboard Guest Count 142 PPA 23.42	**Show PPA on Dashboard** adds Guest Count and Per Person Average to the Dashboard.
9	Show Emp Time on Dashboard	Show Emp Time on Dashboard Employee Time Name / Daily Hours / Weekly Hours Alejandro, Mauricio / 5.10 / 38.28 Pitre, John / 7.45 / 24.14	Provides the option to display a list of employees currently on the clock. Data includes Employee Name, Daily Hours and Weekly Hours. Employee Time takes the place of the Delivery Out the Door

			Time or Drive Thru, depending on which gauge is active.
10	**Security by Labor Type**	Security by Labor Type	**Security by Labor Type** links a Security Group to each Labor Type. This ensures an employee can only perform point of sale tasks related to their current job code. You may have an employee who works as a Server and a Shift Leader. When the employee is clocked in as a Server, they would not have access to any Shift Leader tasks. *See Setting Up Security by Labor Type section.*
11	**Auto Close-Out Employees on Close Day**	Auto Clock-Out Employees on Close Day	If an employee is still on the clock at Close of Day, the employee will automatically be clocked out. This feature works for both manual close of day and automatic close of day.
12	**Omit CC Merchant with Electronic Sign**	Omit CC Merchant with Electronic Sign	Turn on **Omit CC Merchant with Electronic Sign** to skip the second credit card slip that ask for a customer signature.
13	**Enable HAS**	Enable HAS HAS Type: Insteon Username: Password: Cancel OK	Placing a checkmark in **Enable HAS** will open a submenu to configure Insteon Lighting. *HungerRush* currently uses this to light active timed orders.
14	**System Message**	System Message Welcome to Your Future with Revention POS	The **System Message** will appear at the top of the log in screen as well as on the main menu. It is recommended this message be customer greeting, a motivational quote, or the daily special.

General Settings continued…

15	Calibrate Touch		Pressing **Calibrate Touch** will bring up the recalibration screen for the touch screen.
16	Update Database		This will typically not be used by a store employee or manager. This is a utility used by the *HungerRush* Service team to prepare the database for a software upgrade.
17	Update Online Menu		Press **Update Online Menu** to cause *HungerRush* to push the current menus or settings to HungerRush Online Ordering.
18	Password Expiration		**Password Expiration** is used for employees who use a numeric user code as opposed to fingerprint user access. It is recommended that an employee's password expire every 90 days for compliancy purposes.
19	Preauth Msg		Press the ellipses button to change the default Pre authorization Message that prints out when a card is preauthorized.
20	Enable PMS		This setting is for enabling *HungerRush*'s Property Management Systems. Allows hotels to utilize keycard technology to transfer and track funds
21	Calculate Gratuity Without Coupons		This option will calculate gratuity on the order subtotal prior to applying the discount amount.
22	Display Splash Screen for 'No Sale'		If this option is **ON**, a splash screen will appear when the cash drawer is opened using the No Sale button. If this option is **OFF**, the drawer will open without any message on the screen.

23	Audit Removed Items	Audit Removed Items	**Audit Removed Items** causes *HungerRush* to keep a tally of removed menu items and display it the number of items and total value of the removed items. This will be displayed on the close out tickets.
24	Print Cust Receipt with Electronic Sign	Print Cust Receipt with Electronic Sign	**Print Cust Receipt with Electronic Sign** causes a copy of the receipt with the digital signature to print after getting a digital signature.
25	Quick Serve KDS	Quick Serve KDS	With this toggled on, orders will show on the kitchen displays system as its being ordered. These displayed items can only be bumped after the order has been sent.
26	Start of Week	Start of Week: Monday	**Start of Week** should be your reporting start of week. Most restaurants start their business week on Monday. This setting will affect your weekly4reports and weekly inventory count dates.
27	Auto Start New Day	AutoStart New Day: OFF	**Auto Start New Day** is used to prevent a day from not being closed. Management can also manually close the day. Some businesses do not want to require the manual close and strictly use the Auto Start New Day to officially close the day. If Auto Start New Day is used to close the day, credit cards must be batched manually.
28	Gratuity	Gratuity: 15 % Orders Add Custom Gratuity Add Gratuity Remove Gratuity	If **Gratuity** can be added to an order, the percentage is the default gratuity amount that will be added. There are security settings to allow gratuity to be applied and modified with a custom amount. Gratuity Security settings are within the Orders section.
29	3rd Party Orders	3rd Party Orders ...	Used to setup web orders from 3rd Party companies. Once toggled on, an ellipse will appear that contains all the configurations options.
30	Allow Early Clock-In	Allow Early Clock-In: 5 minutes	Employee Schedule must be used for this feature to work. This setting will prevent the employee from clocking in early without management approval.
31	Allow Late Clock-In	Allow Late Clock-In: 10 minutes	Employee Schedule must be used for this feature to work. This setting will prevent the employee

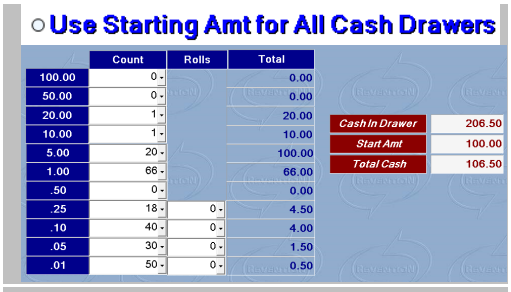
			from clocking in late without management approval.
32	**Save**		**Save** will save the changes made on any of the tabs. This button is always present.
33	**Exit**		**Exit** will exit the user from the current screen and return to the main navigation screen.

Cash Mgmt. Settings

IMAGE

#	NAME	IMAGE	DESCRIPTION
1	Cash Mgmt Tab		The **Cash Mgmt Tab** contains settings that deal with how *HungerRush* handles cash.
2	General		This tab is selected by default and contains all the general cash settings detailed in this portion of the guide.

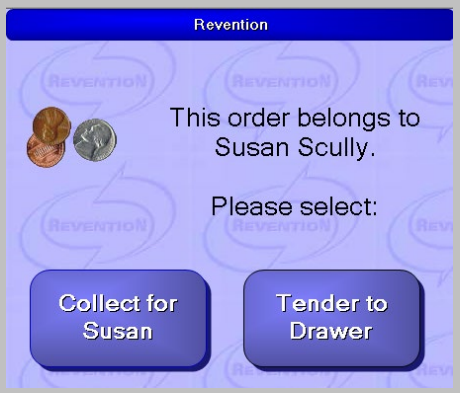
General Settings continued…

3	**Payment Types**	Payment Types	This tab contains the configurations options to add additional **Payments Types**. More on this section in the following portion of the guide.
4	**Revenue Centers**	Revenue Centers	This tab contains **Revenue Center** options to add additional report groups. More on this section in the following portion of the guide.
5	**Use Starting Amt for All Cash Drawers**		When reconciling a cash drawer, there is a Detail screen which includes a cash counting tool. If this option is **ON**, the starting amount of the drawer will be included when using the cash counting tool. If this option is **OFF**, the starting amount should not be included in the cash counts.
6	**Driver cashout to drawer**	Driver cashout to drawer	This feature allows a driver's cashout to be placed in the Default Drawer. This includes cash, credit card receipts and any other payment forms. The cashier of the Default Drawer is now responsible for these funds. This feature is typically used if there is no back office or safe to hold the driver's cashout funds. This feature is also recommended if the driver's banks are pulled from a cash drawer.
7	**Server cashout to drawer**	Server cashout to drawer	This feature allows a server's cashout be placed in the Default Drawer. This includes cash, credit card receipts and any other payment forms. The cashier of the Default Drawer is now responsible for these funds. This feature is typically used if there is no back office or safe to hold the server's cashout funds. This feature may be beneficial for locations that receive a lot of credit card transactions. Many times the house will owe the server cash due to the credit card transactions and tips exceeding cash orders. The feature will track the cash deduction necessary to provide the server with their credit card tips.

Cash Mgmt. Settings continued…

8	**Default Drawer**	Default Drawer Drawer1-3	The **Default Drawer** is the drawer that will be used for the driver or server cashouts. This must be a cash drawer that is opened every day. If the default drawer is not open, the system will allow another drawer to be selected.
9	**Calculate overtime daily**	○ **Calculate overtime daily (Over 8 hrs.)**	Overtime will be calculated on a daily basis, with 8 hours being the total regular time allowed. This feature is required by some states such as California.
10	**Pay driver comp through payroll**	○ **Pay driver comp through payroll**	Depending on Delivery settings, delivery drivers will be compensated for each order they deliver. This compensation is typically paid when the driver is cashed out. This feature allows the compensation to be paid on payroll.
11	**Pay for employee breaks**	○ **Pay for employee breaks** Max Paid Break (Min): 0	This option allows an employee to be paid for their break. A maximum paid break time can be defined as well. <u>Example:</u> Each employee receives a 10 minute paid break every two hours; if the break exceeds 10 minutes, the break will be unpaid. If an employee breaks for 30 minutes for Lunch, the max amount paid will also be 10 minutes. Placing a negative number in the field will cause the max paid time to be based on break's own established timer. <u>Example:</u> Lunch Break has a length of 30 minutes and Required Break has a length of 15 mins. With a negative value placed in Max Paid Break, the maximum amount of payment received for these breaks will be 30 and 15 minutes respectively

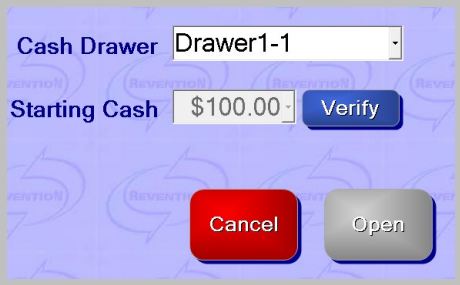
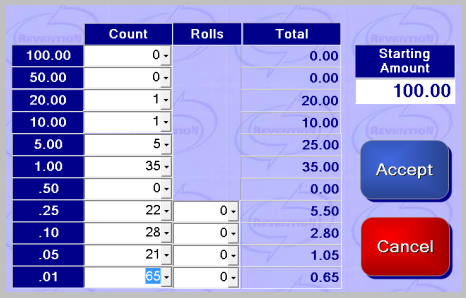
Cash Mgmt. Settings continued…

12	**Collect Server Orders to Cash Drawer**	○ **Collect Server Orders to Cash Drawer**  	If this option is **ON**; a server's order that is collected on a cash drawer workstation by a manager or cashier will automatically be tendered into the cash drawer. The order payment will no longer be the responsibility of the server. If this option is **OFF**; a message will appear on the workstation asking if the order should be tendered for the server or to the drawer.
13	**Requires Acct. Cat on Paid Outs/ Paid Ins**	○ **Require Acct. Cat. on PaidOuts/PaidIns** 	This option will require an Account Category to be associated with each Paid Out or Paid In. Account Categories can be defined in Config > Accting Config.
14	**Assign 'Other' payments to driver**	○ **Assign 'Other' payments to driver**	Allows the Driver labor type to use the 'Other' payment type in place of 'Checks'.
15	**Restrict drop to amount owed**	○ **Restrict drop to amount owed**	This option will prevent a driver from dropping more money than they owe. This option can be beneficial if the driver is required to pay for each order as they return from the delivery.

Cash Mgmt. Settings continued…

16	**Royalty Info**	Royalty Info Royalty Rate: 7.000 % Advert. Rate: 0 % Total Net Sales 41888.58 Royalty % 7.000 Royalty $ 2932.20 Advertising % 0.000 Advertising $ 0.00	The **Royalty Rate** and **Advert. Rate** appear on the two royalty reports; Monthly Royalty and Monthly Royalty by Period. Serves as an approximation of what is owed and otherwise does not affect your metrics whatsoever.
17	**Include Delivery Fees In Net Sales**	○ Include Delivery Fees In Net Sales	**Include Delivery Fees in Net Sales** affects all sales reports. This option may be used to inflate the appearance of net sales, as well as decrease labor and food cost percentage.
18	**CC Fee on Tips**	CC Fee on Tips: 0 %	Servers and Drivers can be charged a % of their credit card tips at cashout. This allows the house to recoup the credit card fees they pay to their processor. This fee appears on the server and/or driver receipt and reflects on the cashout screen.
19	**Default Cash Tips**	Default Cash Tips: 0 % Cash Sales 10.0% Tips 153.85 15.39	A percentage can be set for average cash tips received by a server. The percentage will then appear on the Server Sales report. This is not a recommended method of tracking tips. Servers are required to claim 100% of the tips they receive.
20	**Pay CC tips through payroll**	○ Pay CC tips through payroll	This option will hold credit card tips to be paid on payroll, as opposed to the tips being paid to the server or driver upon their cashout.
21	**Pay Gratuity through payroll**	● Pay Gratuity through payroll	This option will hold Gratuities to be paid on payroll, as opposed to the Gratuities being paid to the server or driver upon their cashout.

Cash Mgmt. Settings continued…

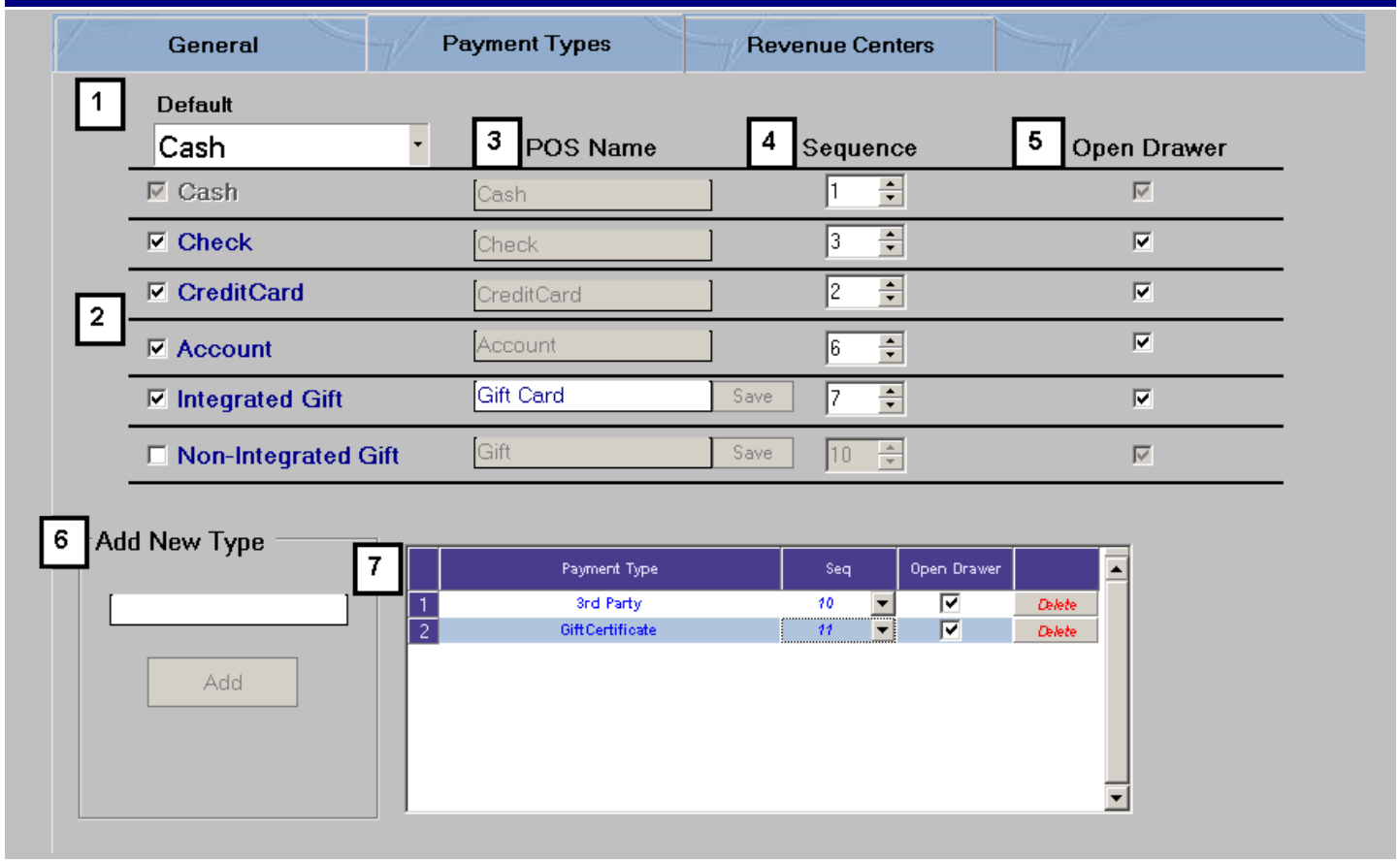
22	**Verify starting amount**	○ **Verify starting amount**   	This option requires the cashier to enter their drawer counts before they're allowed to open the drawer and tender orders. 1. Select Verify. 2. Enter your counts. 3. Select Accept. 4. Select Open.
23	**Require deposit**	○ **Require deposit** 	This option will require a deposit to be entered before the day can be closed. Press to Complete Deposit will open the Deposit screen. The Skip option will require a reason to be entered as to why the deposit cannot be completed.
24	**Require deposit bag #**	○ **Require deposit bag #**	Some banks provide deposit bags with a unique number on each bag. This option will require that number to be entered when creating a deposit. Bank name and bag numbers can be created within Config > Business Information.
25	**Do not allow tips**	● **Do not allow tips**	Turning on **Do not allow tips** does two things to *HungerRush*. It turns off the prompt for tips on receipts and changes all credit card payments to be taken as "Sales" and not as an "Auth".
26	**Allow OT on Out-Of-Store rate**	○ **Allow OT on Out-Of-Store rate.**	**Allow OT on Out-Of-Store rate** will cause overtime rates to applicable to outside store rate.
27	**Hide CC's on Balance Receipt**	○ **Hide CC's on Balance Receipt**	Toggle this option on to hide credit card transactions on drawer, driver and server balance receipts.

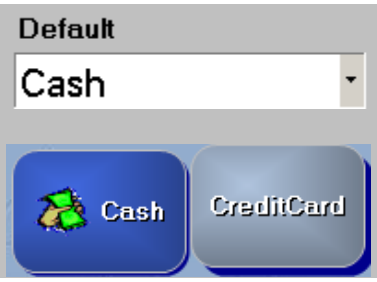
28	**Save**		**Save** will save the changes made on any of the tabs. This button is always present.
29	**Exit**		**Exit** will exit the user from the current screen and return to the main navigation screen.

Payment Types

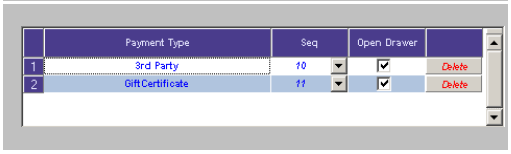
This interface controls how the collection screen operates and allows additional payment types to be created.

IMAGE



#	NAME	IMAGE	DESCRIPTION
1	**Default**		Use this pulldown menu to choose the default payment type that appears after pressing collect.

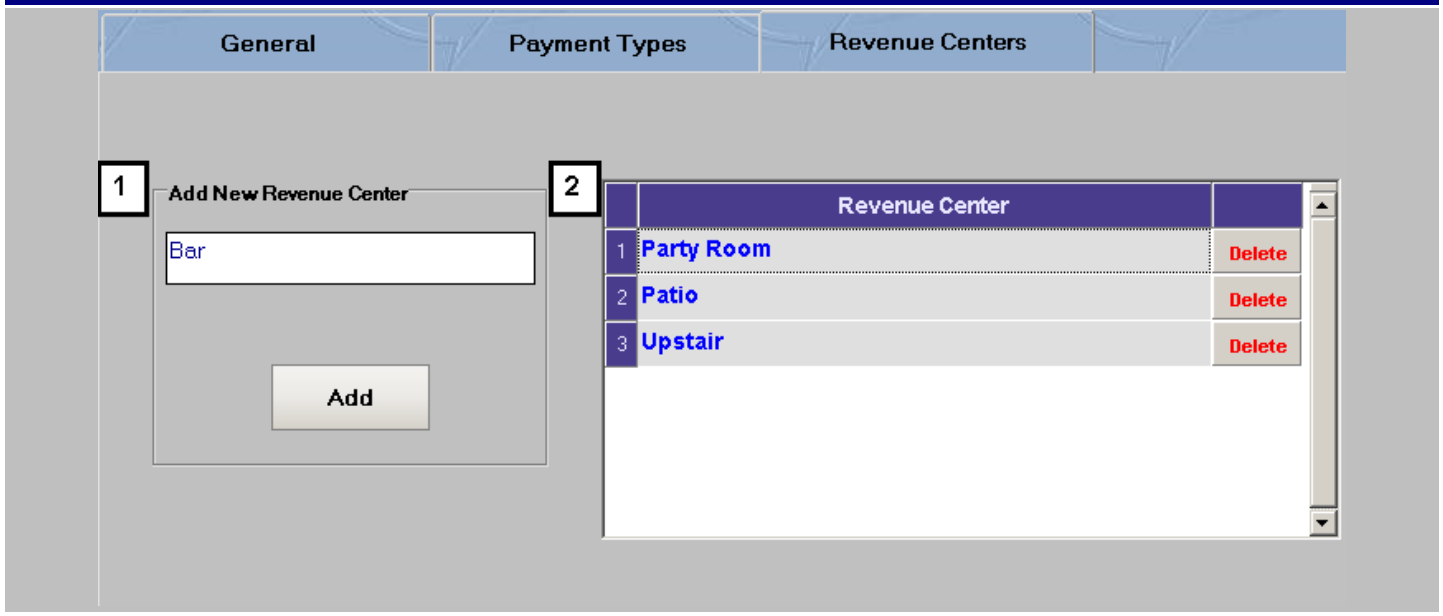
Payment Type continued…

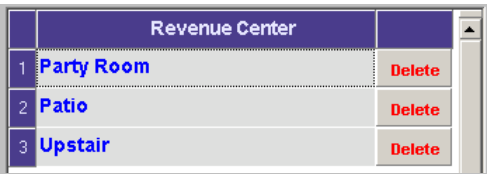
2	**Enabled Payment Types**	☑ CreditCard ☐ Account	Placing checkmarks here to turn off and on these payment methods.
3	**POS Name**	POS Name Cash Check	Relates to how the payment is named in the database.
4	**Sequence**	Sequence 1 3 	Controls the order of available payments displayed. Useful for grouping similar payments together.
5	**Open Drawer**	Open Drawer ☑ ☑	Toggles whether the payment would cause the drawer to open when collected.
6	**Add New Type**	Add New Type Add	Create new payment types here and press Add to confirm the creation of a new payment type. These newly created payments will report to the Other Payment category.
7	**Added Payment Types**		This window contains all created payment types with the same options as the basic payments. An additional column is added to allow deletion of the created payment types.

Revenue Centers

This tab is used to create a report category that can be assigned to each workstation. Once configured a special report dedicated to Revenue Centers can be ran to see

IMAGE



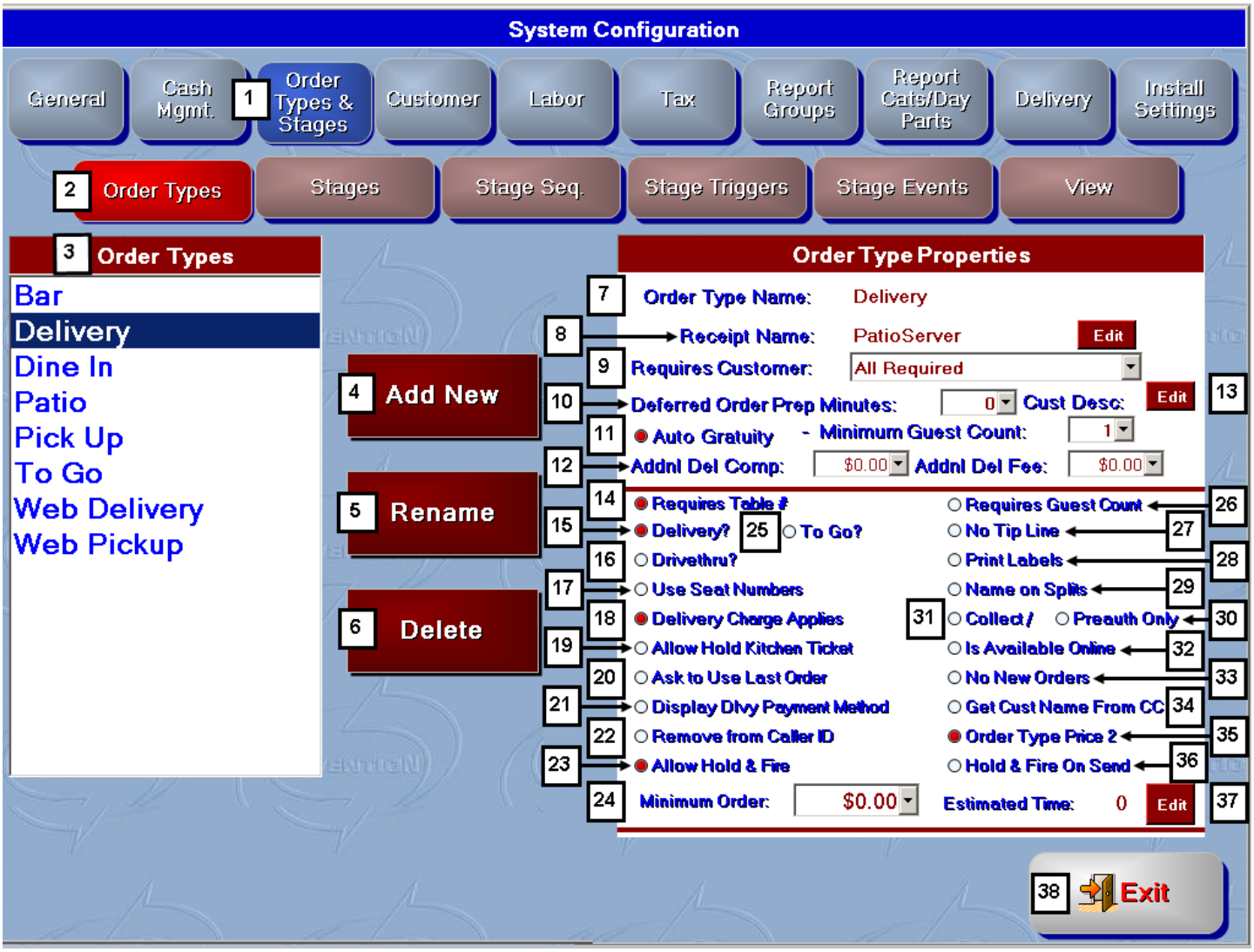
#	NAME	IMAGE	DESCRIPTION
1	Add New Revenue Center		Input the new Revenue Center and press add to create the new category. Once created you can assign these revenue centers using the computer settings.
2	Existing Revenue Centers		Use this to window to delete previously created Revenue Centers and see which are currently in use.

Order Type & Stages

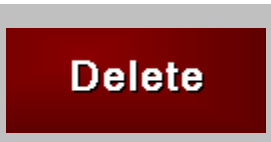
An order type is the source or the method of the customer's order. Order types include, but are not limited to, Dine In, Bar, To Go, Pick Up, Delivery, Catering, Walk In, Counter, Web Delivery and Web Pick Up. Order Type properties include various settings to define how the order gets processed in the system and what information is required for the order to be successfully saved.

Order Type Properties

IMAGE



Order Types Properties continued…

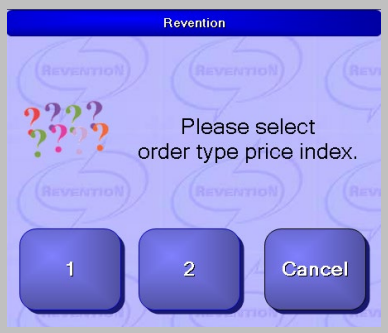
#	NAME	IMAGE	DESCRIPTION
1	Order Types & Stage		This tab contains and the settings for **Order Types & Stages**.
2	Order Types Tab		**Order Types Tab** is the default properties tab selected when entering Order Types & Stages. Contains the majority of the settings that affect how Orders behave.
3	Order Types		**Order Types** is the list of current order types defined in the system. Highlight the Order Type to configure its properties.
4	Add New		**Add New** allows you to add a new order type. New Order Type name is the only required information. All other properties are updated after the order type is created.
5	Rename		**Rename** allows the order type to be renamed. The name will populate across all areas of the system that reference the order type name.
6	Delete		**Delete** allows the order type to be deleted. If the order type is being used in other areas of the program, the order type cannot be deleted.
7	Order Type Name		**Order Type Name** is the name entered upon creation of the new order type.
8	Receipt Name		**Receipt Name** by default is the same as the Order Type Name, but it can be modified to something different. Press the edit button to open a submenu that allows for that change

Order Types Properties continued…

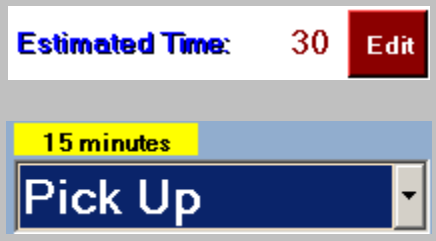
9	Requires Customer	Requires Customer: None All Required Name/Phone Name Only	**Requires Customer** is a setting that determines how much customer information is required prior to the order being saved and sent to the kitchen. If the customer requirements are not met, the order will not save and will continue to request the customer information until it is populated. All Required means all Customer fields required by the order type must be populated. *See Customer Configuration section.* Name/Phone means only the first name and phone number of the customer is required. Name Only means only a first name is required.
10	Deferred Order Prep Minutes	Deferred Order Prep Minutes: 40	**Deferred Order Prep Minutes** is the average number of minutes the operation requires to complete a deferred order for that specifically highlighted order type.
11	Auto Gratuity	Auto Gratuity - Minimum Guest Count: 8	**Auto Gratuity** will apply gratuity to the order automatically. Auto gratuity can be triggered based on the Guest Count. If the Guest Count is 1 the auto gratuity will always be applied.
12	Addnl Del Comp Addnl Del Fee	Addnl Del Comp: $5.00 Addnl Del Fee: $3.00	**Addnl Del Comp** causes the highlighted Order Type to provide additional delivery compensation if chosen. **Addnl Del Fee** causes the highlighted Order Type to incur additional delivery fee added to the standard fee if chosen. *Option only appears when the Order Type has **Delivery?** is chosen as a properties.*
13	Cust Desc	Cust Desc: Edit	Used to quickly identify customers by using simple colors or patterns combinations. Mostly used for Drive thru concepts.
14	Requires Table #	Requires Table #	This order type option will require a Table Number be entered for the order to be processed successfully.
15	Delivery?	Delivery?	**Delivery?** Indicates the order type is a Delivery order type, which means it will

			follow Delivery rules such as appearing on the dispatch screen.
16	**Drivethru?**	Drivethru?	**Drivethru?** Indicates the order type is a drive thru order and the system will track the time lapse between order taken time and order paid time.
17	**Use Seat Numbers**	Use Seat Numbers Seat #2 Qty / Description / S# / Price 1 / The Black Bean Burger / 1 / 6.50 1 / Caesar Salad / 2 / 4.99	**Use Seat Numbers** provides the order taker with the option to add a seat number to the items added to the order.
18	**Delivery Charge Applies**	Delivery Charge Applies	**Delivery Charge Applies** indicates the defined delivery charge will be applied to the order.
19	**Allow Hold Kitchen Ticket**	Allow Hold Kitchen Ticket Hold Kitchen Ticket	**Allow Hold Kitchen Ticket** provides an option to allow a cashier to ring up and tender two or more customer orders, while holding or deferring the prep ticket so all of the orders appear on one preparation ticket. The purpose of this feature is to allow a group of people to conveniently pay separately, but get all of their food at the same time.
20	**Ask to Use Last Order**	Ask to Use Last Order Revention Use last order? Yes No	**Ask to Use Last Order** option will display a prompt when the customer record is recalled on the specific order type. If the user selects yes, their previous order will be added to the current order, but can be modified. If the user selects no, no items will be added to the order and new items can be added as needed.
21	**Display Dlvy Payment Method**	Display Dlvy Payment Method	**Display Dlvy Payment Method** should only be used for Delivery order types. When the order is sent to the kitchen, the payment method selection prompt will appear. If the order taker selects a payment method that requires authorization, such as a credit card or gift card, the authorization will take place at that time. If Cash or Check is selected, it will appear on the dispatch screen as a note

			to the driver to know which payment method to expect.
22	**Remove from Caller ID**	○ Remove from Caller ID	**Remove from Caller ID** will remove the specific order type from the order type selection screen that appears when a line is selected to answer in Caller ID.
23	**Allow Hold & Fire**	● Allow Hold & Fire	**Allow Hold & fire** is a new feature in *HungerRush* that allows you control when ordered items are sent the Kitchen Printers or Kitchen Display System. This is the perfect solution for operations that require precise timing for food preparation.
24	**Minimum Order Amount**	Minimum Order: $10.00	**Minimum Order** is the minimum order amount required for the order type. This is a setting used for delivery or catering orders.
25	**To Go**	○ To Go? BACON CHEESEBURGER Item / Unit / Qty / To Go 8" Box / Each / 1.000 / ☑	**To Go?** Indicates the order type is a delivered or to go type order that will require packaging. A To Go indicator is used in the Inventory module for building item recipes. If an item has To Go inventory item assigned in the recipe, such as a box, the box will be part of usage for only order types marked as To Go.
26	**Requires Guest Count**	○ Requires Guest Count	**Requires Guest Count** will force the order taker to enter the number of guests prior to the order being processed.
27	**No Tip Line**	○ No Tip Line	**No Tip Line** will remove the tip line from appearing on the credit card merchant and customer receipts. This is helpful to counter service operations.
28	**Print Labels**	○ Print Labels	**Print Labels** option will print labels for the order type, provided label printing is set up.
29	**Name on Splits**	○ Name on Splits	**Name on Splits** provides the option to add a name to a split order, if desired. Once tagged with a name, it can be viewed by
30	**Preauth Only**	○ Preauth Only	**Preauth Only** requires the order to be preauthorized before the order can be sent. This feature is helpful for bars to ensure orders get created without a preauthorized card attached to it.

31	**Collect Only**	○ Collect Only	**Collect Only** requires the order to be paid in full upon order initiation. The order cannot be processed or saved until tendered. This feature is helpful for buffet and counter service operations, to ensure orders do not get underpaid or get prepared without payment.
32	**Is Available Online**	○ Is Available Online	**Is Available Online** indicates the order type is an online order type and will be pulled to the HungerRush online ordering site as an available order type. Example: Web Delivery, Web Pick Up. **Note:** It is important to have two different order types for Delivery and Pick Up – one for in-store use and one for online – so you can compare sales between the two.
33	**No New Orders**	○ No New Orders	**No New Orders** is typically only used for the web order types. This ensures an in-store user never mistakenly selects the web order type by accident.
34	**Get Cust Name From CC**	○ Get Cust Name From CC	**Get Cust Name from CC** will turn on a feature that will allow the customer's credit card to be swiped and their name will be recorded in the customer information section. This is beneficial to a bar that wants to allow for open tabs, but not require the credit card to be preauthorized.
35	**Price by Order Type**	○ Price by Order Type  	**Price by Order Type** indicates that when this order type is selected, the items will be priced using Order Type Pricing 1 or 2. Each menu item can have three price levels – standard, Order Type 1 and Order Type 2. Multiple pricing levels are typically used in concepts that offer Delivery and choose to increase the price on menu items to cover the packaging expenses. If one order type already has the Price by Order Type indicator on, the message below will appear when the next order type selects the same option. More than one order type can share the same price level, if necessary. Menu Editor for an item price when both Order Type Price levels are active.

Order Types Properties continued…

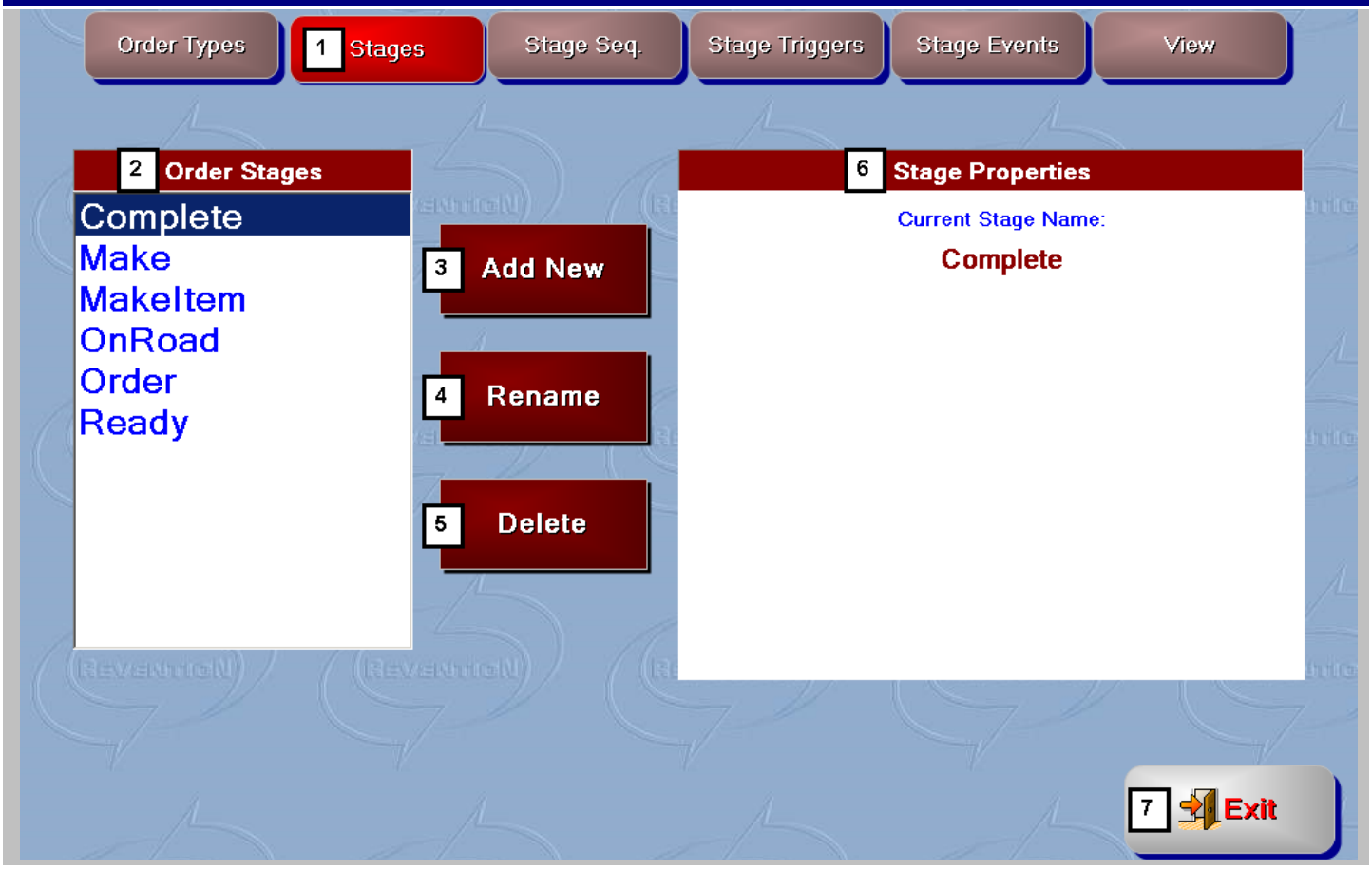
36	**Hold & Fire On Send**		Only appears when 'Allow Hold and Fire' is turned on. **Hold & Fire On Send** causes all orders to prompt whether to fire or send the ordered.
37	**Estimated Time**		**Estimated Time** is the average order time for the specific order type. The Estimated Time can be changed on the fly from the order screen with proper security. So if your pick up or delivery times are longer due to high volume or weather, the manager can change the time so the order takers set the accurate expectation with the customers.
38	**Exit**		**Exit** will exit the user from the current screen and return to the main navigation screen.

Order Types Properties continued…

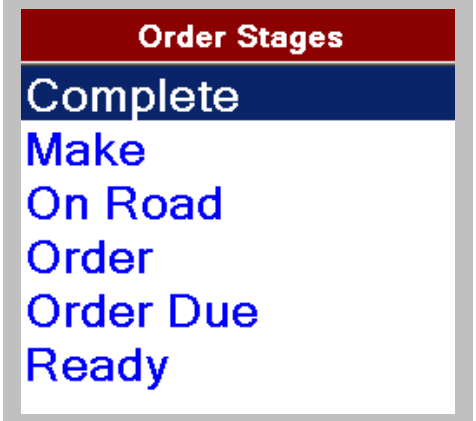
Stages

Stages are steps created for each order type defined by the operation. 'Order' is typically the first step for each order type. 'Make' is used if the operation uses kitchen display monitors. 'On Road' would only be used for Delivery order types. Events can be defined for each stage if the order type moves through the process.

IMAGE



Order Type & Stage Configuration continued…

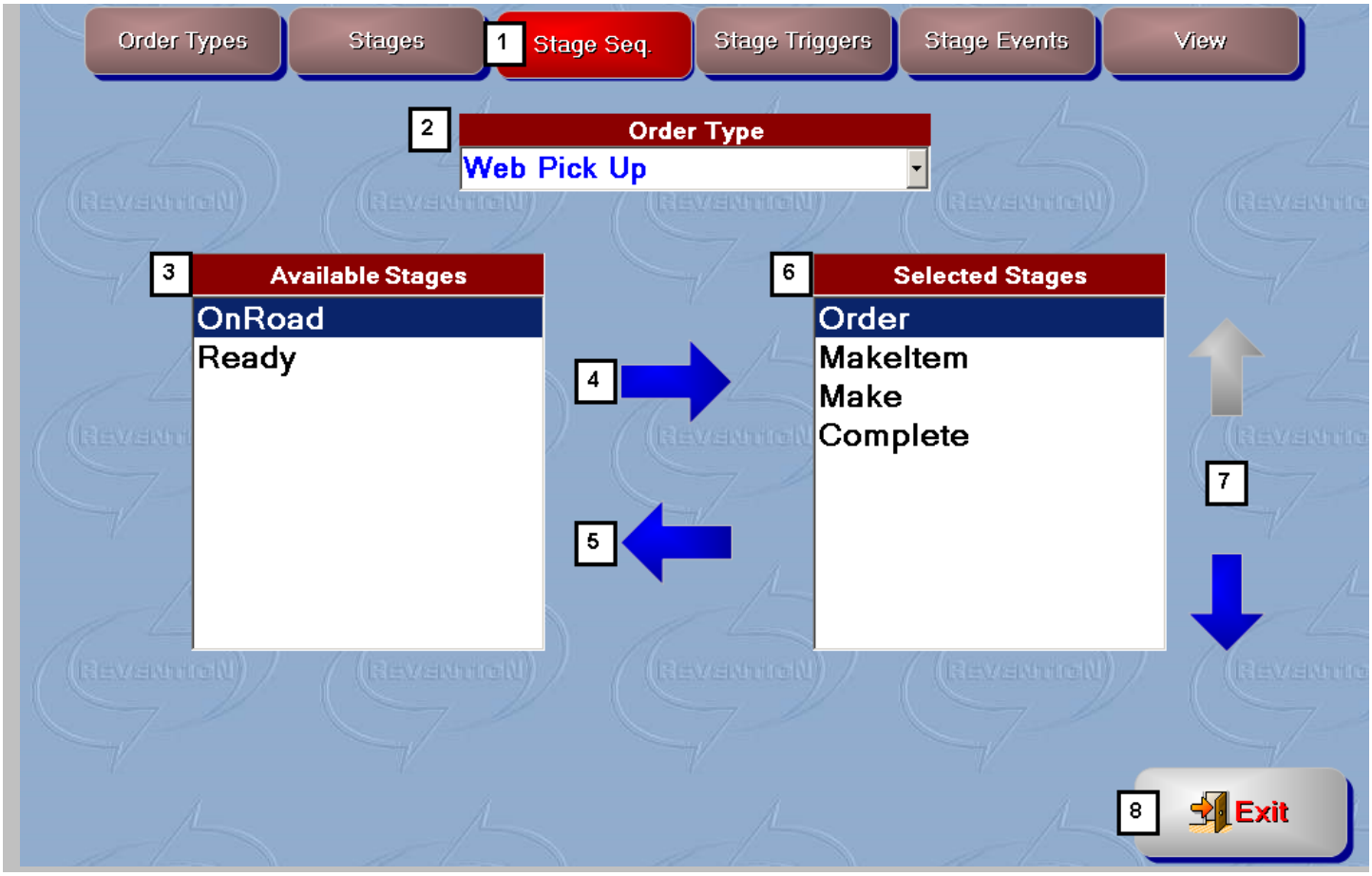
#	NAME	IMAGE	DESCRIPTION
1	Stages Tab		The **Stages Tab** contains options to create, rename and delete stages.
2	Order Stages		Defined steps for each order type. An order type may not use every stage defined. 'Make' stage will only be used if a Kitchen Display is active on the system. <u>Example with a Kitchen Display</u>: Delivery: Order > Make > Ready > On Road > Complete Pick Up: Order > Make > Complete <u>Example without a Kitchen Display</u>: Delivery: Order > Ready > On Road > Complete Pick Up: Order > Complete Dine In: Order > Complete
3	Add New		Select **Add New** to create a new order stage.
4	Rename		Select **Rename** to rename an existing order stage.
5	Delete		Select **Delete** to delete an existing order stage. A stage can be deleted, even if it is in use under defined Events. Be careful to double check what you are deleting.
6	Stage Properties		Displays which Stage is currently selected.
7	Exit		**Exit** will exit the user from the Business Info screen.

Stage Sequence

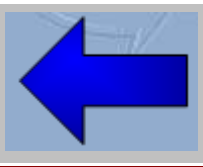
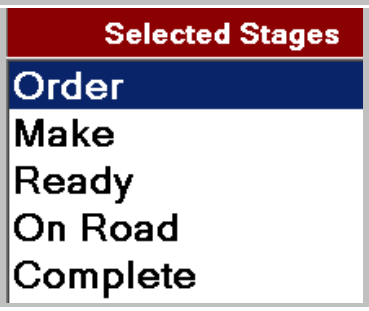
Stage Sequence is where assignment of stages to the specific order types. Each order type will be selected individually. Assign the stages by highlighting the stage in the Available Stages list and select the arrow to

move the stage to the Selected Stages list. Once the stages are all present on the Selected Stage list, it is important to place them in the accurate chronological order.

IMAGE



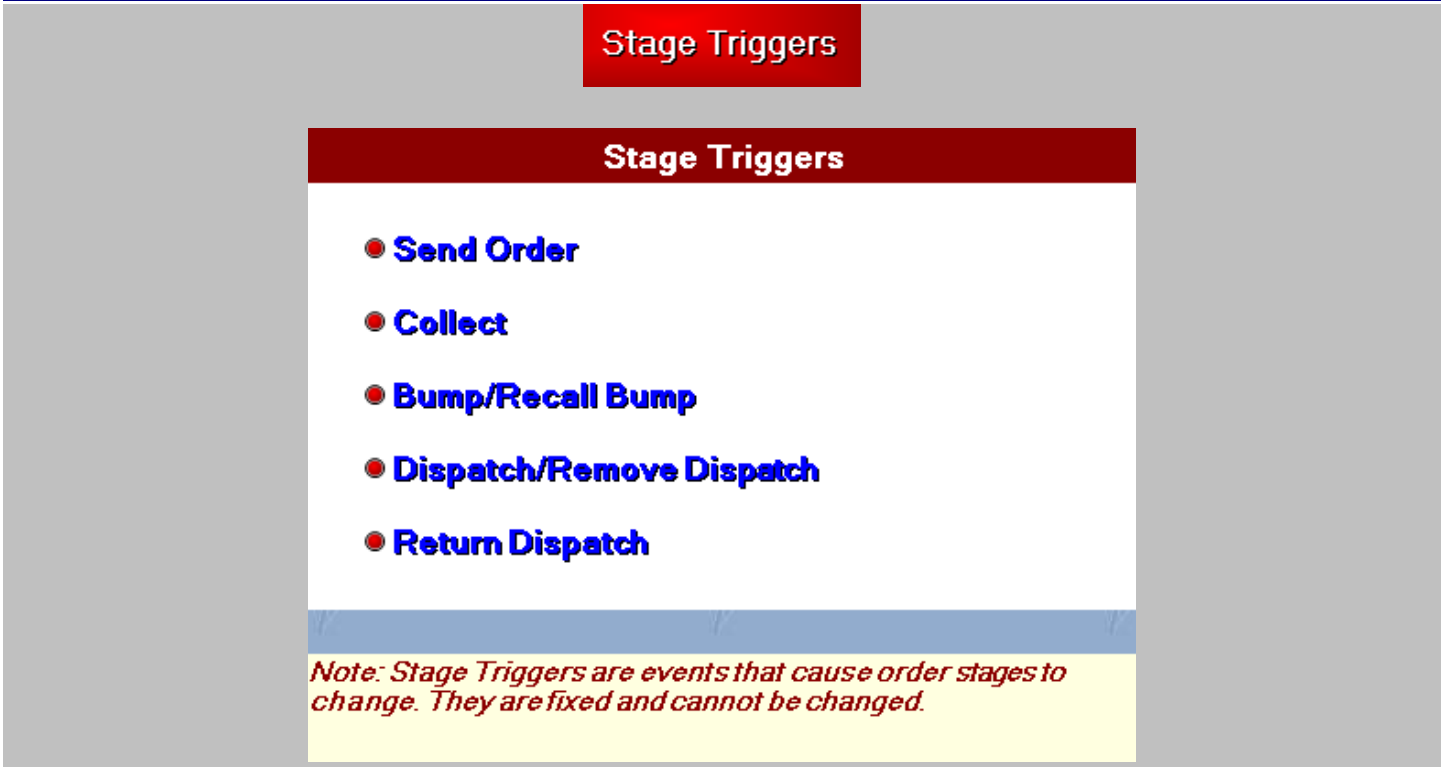
#	NAME	IMAGE	DESCRIPTION
1	Stage Seq Tab		The **Stage Seq Tab** is used to control the stages associated with each order type and arrange them as necessary.
2	Order Type Selection		Use the pull down menu to select the **Order Type** to assign stages to or rearrange existing stages into a different order.
3	Available Stages		**Available Stages** not currently assigned to the order type. Highlight the Stage and use the arrows to include the selection to the Order Type.
4	Move to Selected Stages		**Arrow** to add an Available Stage to Selected Stages.

5	**Remove from Selected Stages**		**Arrow** to remove a Selected Stage back to Available Stages.
6	**Selected Stages**		**Selected Stages** are the stages currently assigned to the order type.
7	**Move Select Stage Up and Down**		The **up and down arrows** allow you to move the Selected Stages up and down so that they are in the accurate chronological order.

Stage Triggers

Stage Triggers is for information only. There is no configuration to be completed in this section. Stage Triggers are the action that will move an order from one stage to another.

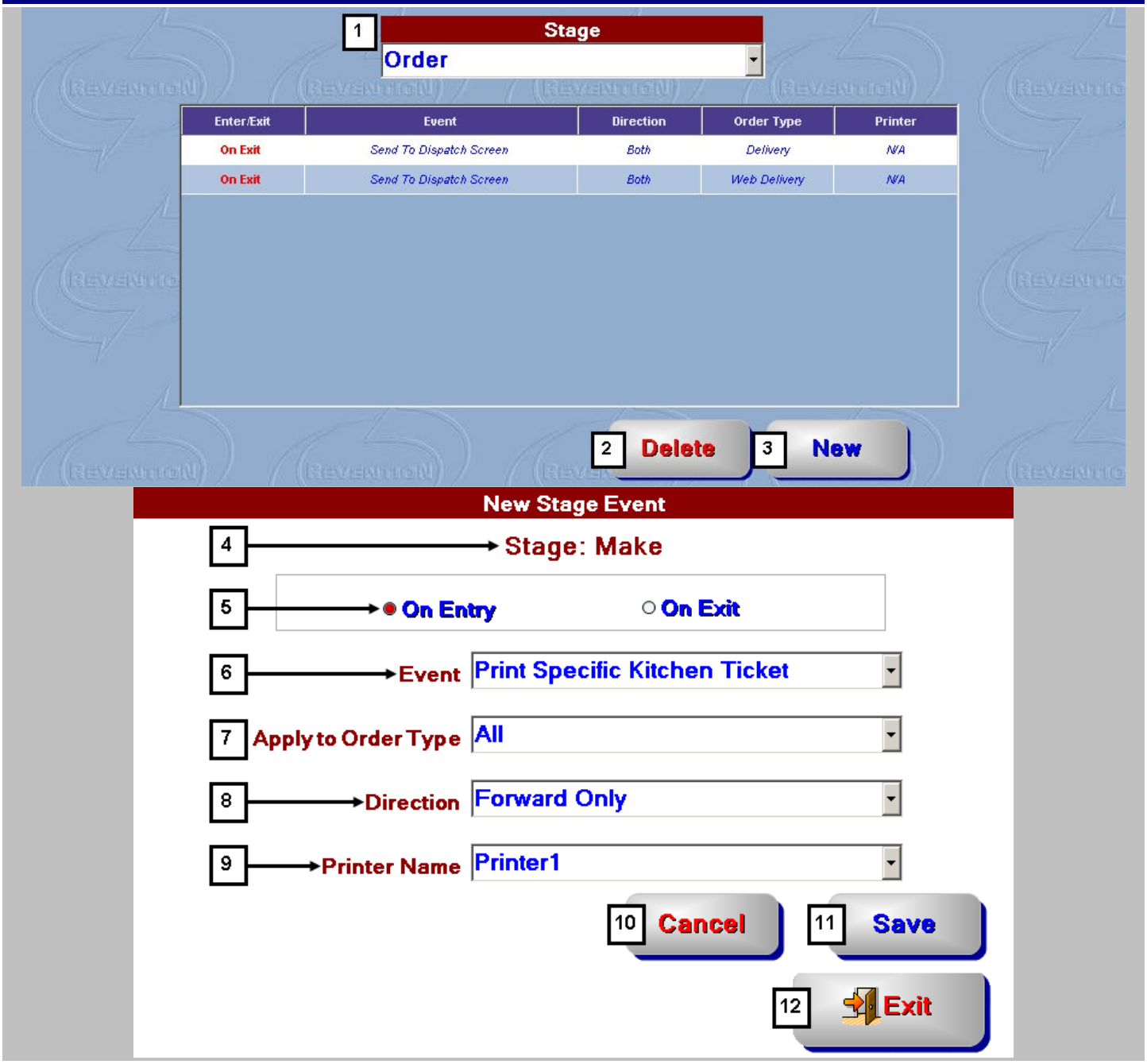
IMAGE



Stage Events

Stage Events is the section where order events can be assigned to a specific order type or all order types based on moving from one stage to another. Stage Triggers are the actions performed on an order that make the order move to the next stage. Events are defined by Stage.

IMAGE



#	NAME	IMAGE	DESCRIPTION
1	Stage	Stage Make	**Stage** selected for event configuration. To select the stage use the drop down arrow.

2	Delete	Delete	Select **Delete** to delete an event. The event must be highlighted to delete.
3	New	New	Select **New** to add a new event to the selected Stage.
4	New Stage Event	New Stage Event Stage: Make	Once the New button is selected, the **New Stage Event** window appears.
5	On Entry/On Exit	● On Entry ○ On Exit	**On Entry** means the Event will occur when the order enters the stage. **On Exit** means the Event will occur when the order exits the stage.
6	Event Name	Event	**Event** can be selected by using the drop down arrow. Events describe the action you want to occur when the order enters or exits the stage. Events can include printing and/or display on a kitchen display monitor or the dispatch screen.
-	Call Customer Pager	Call Customer Pager	Event **Call Customer Pager** will send a signal to the Long Range Paging box. To use this event you must have an active paging system installed with a transmitter connected to the kitchen display computer.
-	Print Delivery Label	Print Delivery Label	Event **Print Delivery Label** will print the delivery labels based on the Label Printer defined in Printer Configuration > Label Printer.
-	Print Dispatch Ticket	Print Dispatch Ticket	Event **Print Dispatch Ticket** will print a dispatch ticket based on the Delivery Ticket definition under Local Printers.
-	Print Expo Ticket	Print Expo Ticket	Event **Print Expo Ticket** will print an expo ticket based on the Expo Ticket definition under Local Printers.
-	Print Specific Kitchen Ticket	Print Specific Kitchen Ticket	Event **Print Specific Kitchen Ticket** allows you to configure a kitchen ticket to print based on the order being bumped from a specific stage. This feature is used primarily when bumping an order from a kitchen display monitor.
-	Print Specific Labels	Print Specific Labels	Event **Print Specific Labels** allows you to configure labels to be printed to a specified label printer upon the order moving from a stage. This feature is used primarily when bumping an order from a kitchen display monitor.
-	Send to Additional Display	Send To Additional Display	Event **Send to Additional Display** allows two stage Order Display. This event will allow an order to move to a second order display. First make stage will be Send to Kitchen Display and second make stage will be Send To Additional Display.

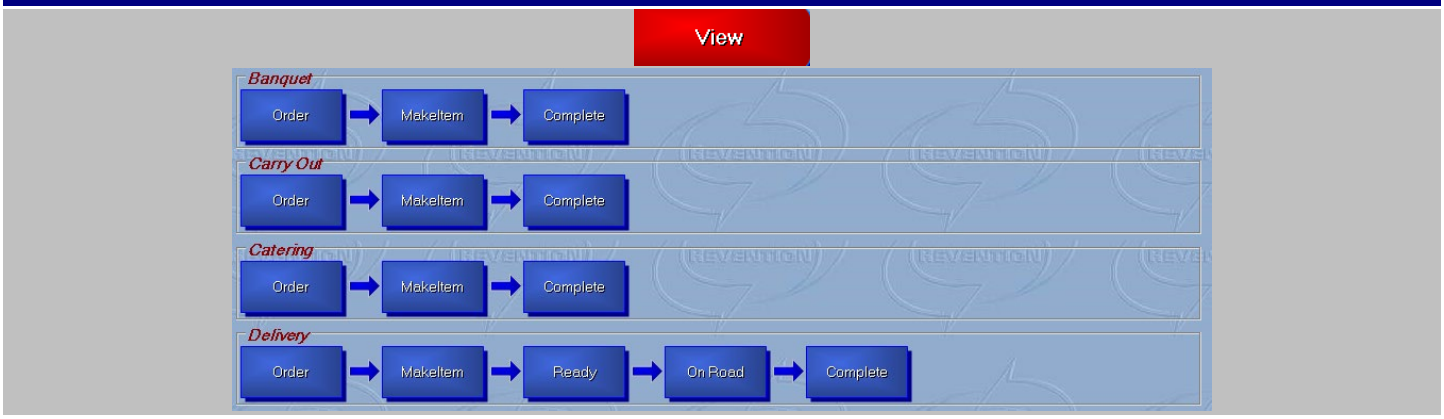
-	Send to Dispatch Screen	Send To Dispatch Screen	Event **Send to Dispatch Screen** is used to have the Delivery order be visible on the Dispatch screen after moving to a specific stage.
-	Send to Item Display	Send To Item Display	Event **Send to Item Display** sends the defined menu items to a Kitchen Item Display. This event should be used upon entry of a Make Item Stage.
-	Send to Kitchen Display	Send To Kitchen Display	Event **Send to Kitchen Display** sends the defined menu items to a Kitchen Order Display. This event should be used upon entry of Make Stage.
7	Apply to Order Type	Apply to Order Type All Delivery Dine In Pick Up	**Apply to Order Type** is a property of a Stage Event. An Event can be defined to one specific t Order Type, all Order Types, or multiple Order Types. To define a stage event to more than one order type, but not all order types, you will have to create the Stage Event for each order type.
8	Event Direction	Event Direction Both Directions Forward Only Backward Only continued… Call Customer Pager Print Delivery Label Print Dispatch Ticket Print Expo Ticket Print Specific Kitchen Ticket Print Specific Labels Send To Additional Display Send To Dispatch Screen	**Direction** is a property of a Stage Event. Both Directions should be used by default with the exception of printing Stage Events. Backward Only is very rarely used. **Stage Event** - Direction **Call Customer Pager** - Forward Only **Print Delivery Label**, - Forward Only **Print Dispatch Ticket** - Forward Only **Print Expo Ticket** - Forward Only **Print Specific Kitchen Ticket**, - Forward Only **Print Specific Labels** - Forward Only **Send to Additional Display** - Both Directions **Send to Dispatch Screen** - Both Directions

		Send To Item Display Send To Kitchen Display	**Send to Item Display** - Both Directions **Send to Kitchen Display** - Both Directions
9	**Printer Name**	Printer1	Allows the selection of a printer to perform the connected event. This option only appears under the Print Specific events. The drop down displays all printers installed on *HungerRush*
10	**Cancel**	Cancel	Press **Cancel** to discard any changes and exit out of the stage creation submenu.
11	**Save**	Save	Press **Save** to add the changes to the stage.
12	**Exit**	Exit	**Exit** will exit the user from the current screen and return to the main navigation screen.

View

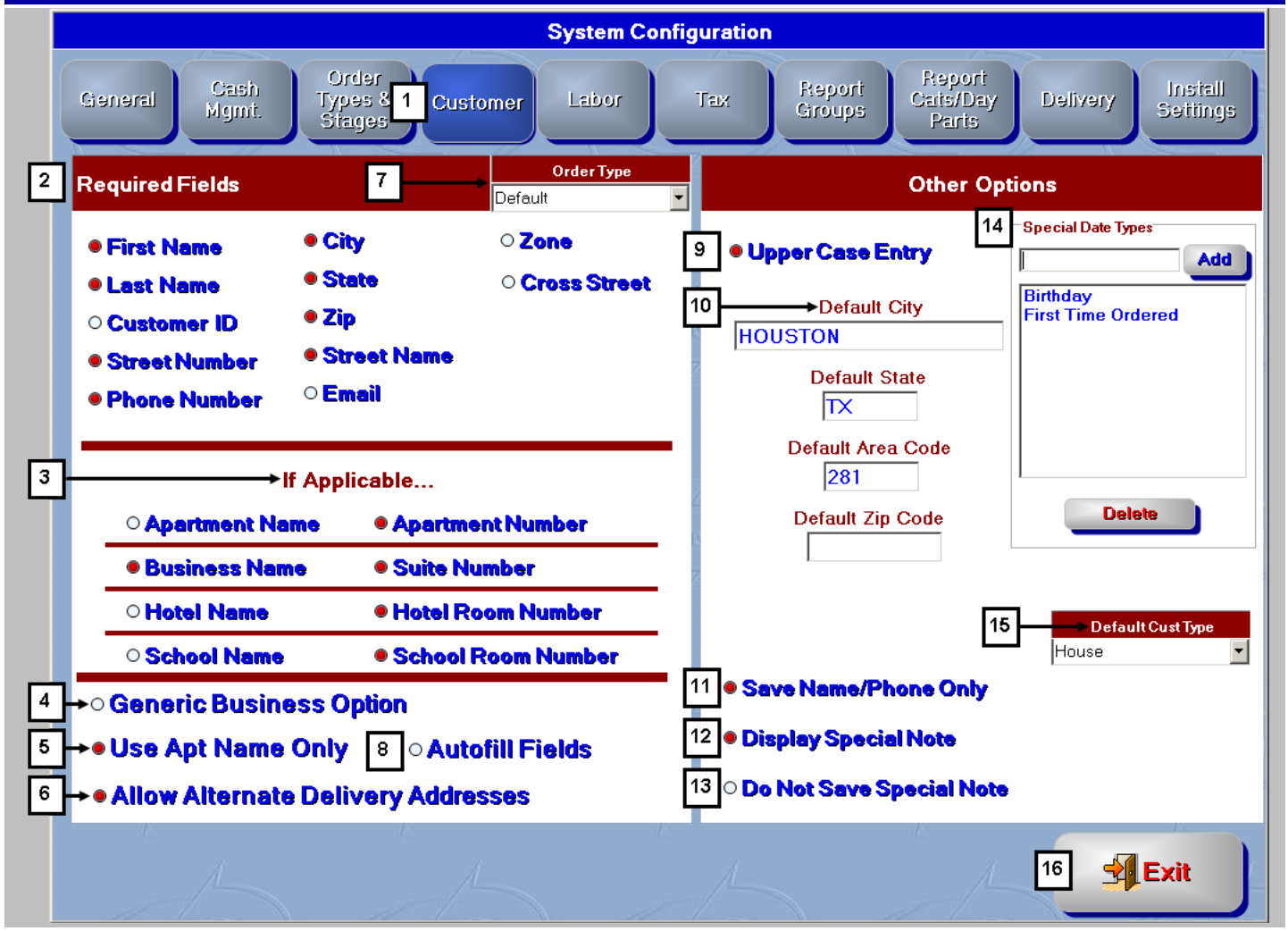
View allows you to visually see the order and assigned stages to each order type. This is beneficial to ensure you did not miss an order type when configuring the stages.

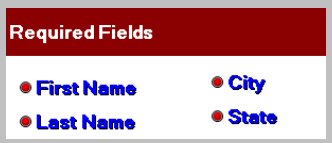
IMAGE

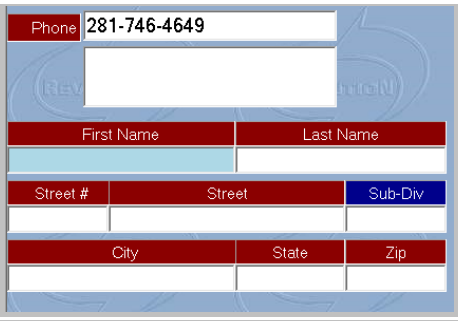
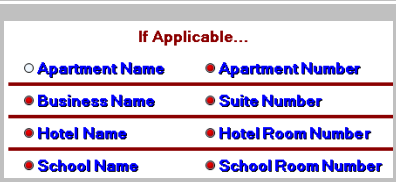
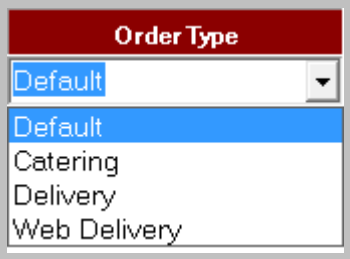


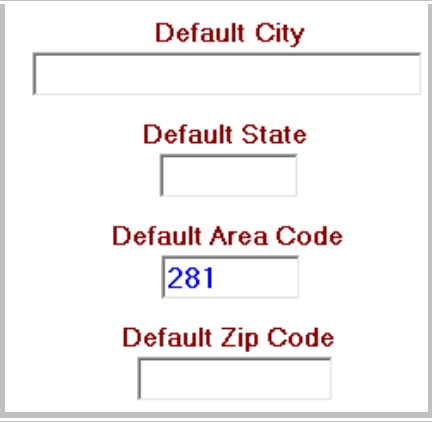
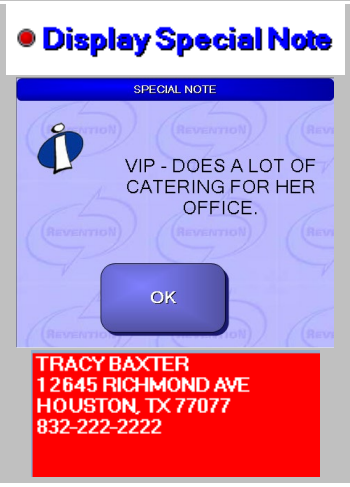
Customer Configuration

IMAGE

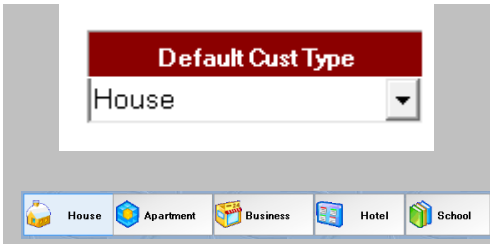


#	NAME	IMAGE	DESCRIPTION
1	Customer Tab		The **Customer Tab** contains settings that affect how a customer's information is collected.
2	Required Fields	 continued…	If the field is marked as required, it will appear in the Customer screen with a red field header. The field must be populated for the record to be saved. Results in the customer screen having the selected fields required to be filled with data before a staff

			member can procced to send the order to the kitchen.
3	**If Applicable** **Required Fields**		These fields will appear based on the Location selected in the customer record. The fields can be required based on the Location selected.
4	**Generic Business Option**		**Generic Business Option** prevents the Address and Business Name (Location) from being linked to one another. This would be beneficial if a location's delivery area includes multiple addresses under the same business name.
5	**Use Apt Name Only**		**Use Apt Name Only** prevents the Address and the Apartment Name (Location) from being linked to one another. This setting would be also be beneficial in an area where apartments have no name, such as a duplex.
6	**Allow Alternative Delivery Addresses**		**Allow Alternate Delivery Addresses** allows more than one address to be defined for a customer. These addresses are used for Delivery purposes only and will not be pulled when running a marketing query.
7	**Required Fields by Order Type**		The Order Types set to All Required for Customer information will appear in this list. 1. Select the Order Type from the drop down list. 2. Click each required field for that order type. 3. Repeat for each Order Type. 4. The Default will be used if the Order Type is not configured.
8	**Auto-fill Fields**		**Auto-fill Fields** option will auto populate the Street Name field as the user types in the Street Name.

9	Upper Case Entry		**Upper Case Entry** is recommended. It eliminates the need for the user to worry about capitalization when entering a new customer record.
10	Default Values		**Default Values** can be entered to prevent the additional data entry when creating a new customer record. This is only recommended if you deliver exclusively to one City and/or Zip Code. Also, default values should not be used if you are using the Zip Code database to populate the City and State. Default area code is typically not recommended unless your business is in a small town that still has one predominant are code.
11	Save Name/ Phone Only		**Save Name/Phone Only** should be used if an Order Type is set to require Name/Phone.
12	Display Special Note		**Display Special Note** will automatically display the customer's special notes on the order taking screen when a customer is recalled. The customer record will also flash red, identifying to the order taker to pay special attention.

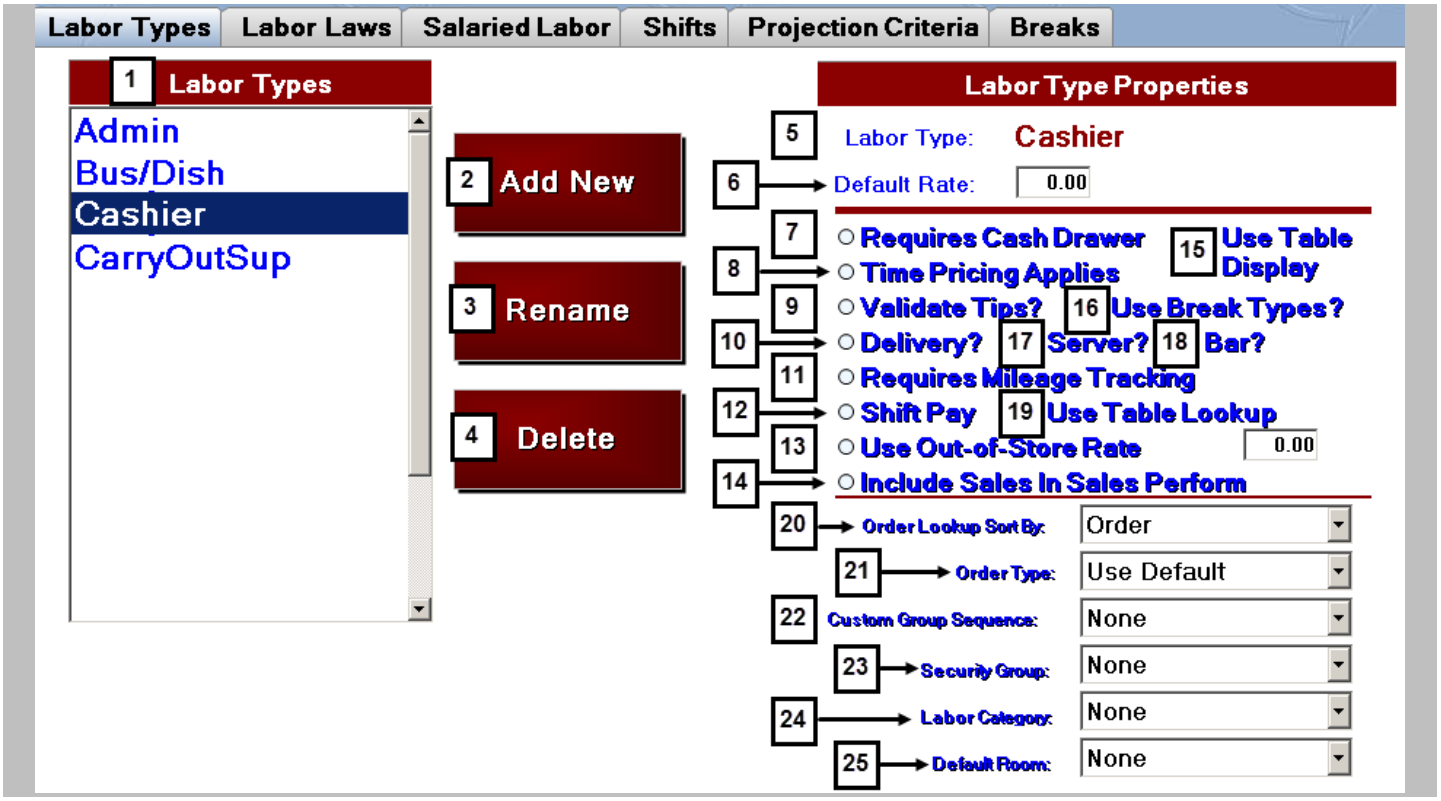
Customer Configuration Screen continued…

13	**Do Not Save Special Note**		This option should be set if the Special Note area is being used for order specific notes. The Special Notes for every customer will be cleared the next time their profile is pulled up.
14	**Special Date Types**		If desired, multiple special dates can be tracked for one customer. This may include multiple birthdays within the same household or Birthday and Anniversary. *See Customer Special Dates section.*
15	**Default Cust Type**		**Default Customer Type** will determine which customer type is highlighted when entering a new customer record. This setting should be determined by the type of customer you deliver to the most. The most common setting is House.
16	**Exit**		**Exit** will exit the user from the current screen and return to the main navigation screen.

Labor Configuration

Labor Types

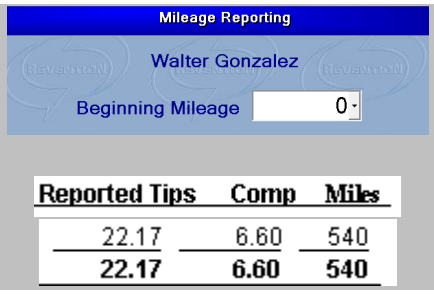
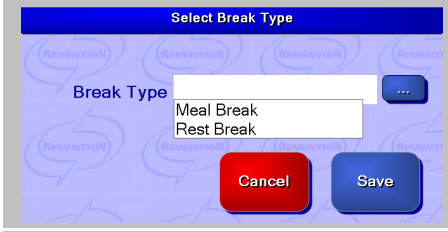
IMAGE

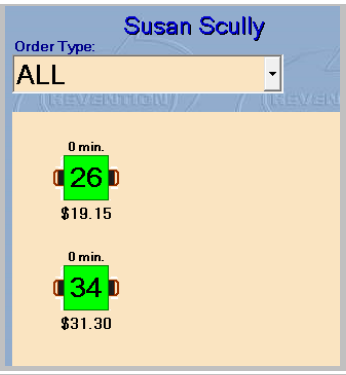


#	NAME	IMAGE	DESCRIPTION
1	Labor Types		The list of labor types currently defined in the system. These labor types are custom to each location. Highlight the labor type to modify its properties.

Labor Configuration continued…

2	**Add New**	Add New	Select **Add New** to create a new labor type.
3	**Rename**	Rename	Highlight the labor type to rename. Select the **Rename** button. Type in the new labor type name and OK.
4	**Delete**	Delete	Highlight the labor type to delete. Select the **Delete** button. A confirmation message will appear. Select Yes. If the labor type is assigned to an employee, the labor type cannot be deleted.
5	**Labor Type Properties**	Labor Type Properties Labor Type: Cashier	This section shows the properties of the labor type currently highlighted.
6	**Default Rate**	Default Rate: 0.00	When an employee is assigned a labor type, the default rate will automatically populate the hourly pay rate.
7	**Requires Cash Drawer**	Requires Cash Drawer	**Requires Cash Drawer** should be assigned to a cashier or bartender labor type. This setting is for any labor type in which the primary job duty is collecting money into a physical cash drawer.
8	**Time Pricing Applies**	Time Pricing Applies	**Time Pricing** will be active when an employee is logged on with this labor type.
9	**Validate Tips?**	Validate Tips? Tip Reporting Bartlett, Brad Current Shift Sales 978.56 % Current Shift CC Tips 98.00 10.01 Current Shift Gratuities 0.00 0.00 Current Shift Cash Tips $0.00 0.00 Current Shift Total Tips 98.00 10.01 Cancel Save	Upon clock out the employee will be required to enter their tips for the shift. This should be used for employees other than Servers and Drivers.
10	**Delivery?**	Delivery?	The employee will appear on the Dispatch screen, available to be dispatched on a delivery order.
11	**Requires Mileage Tracking**	Requires Mileage Tracking	This option would typically be used for a Delivery order type. Allow the employees' mileage to be entered upon clock in and clock out.

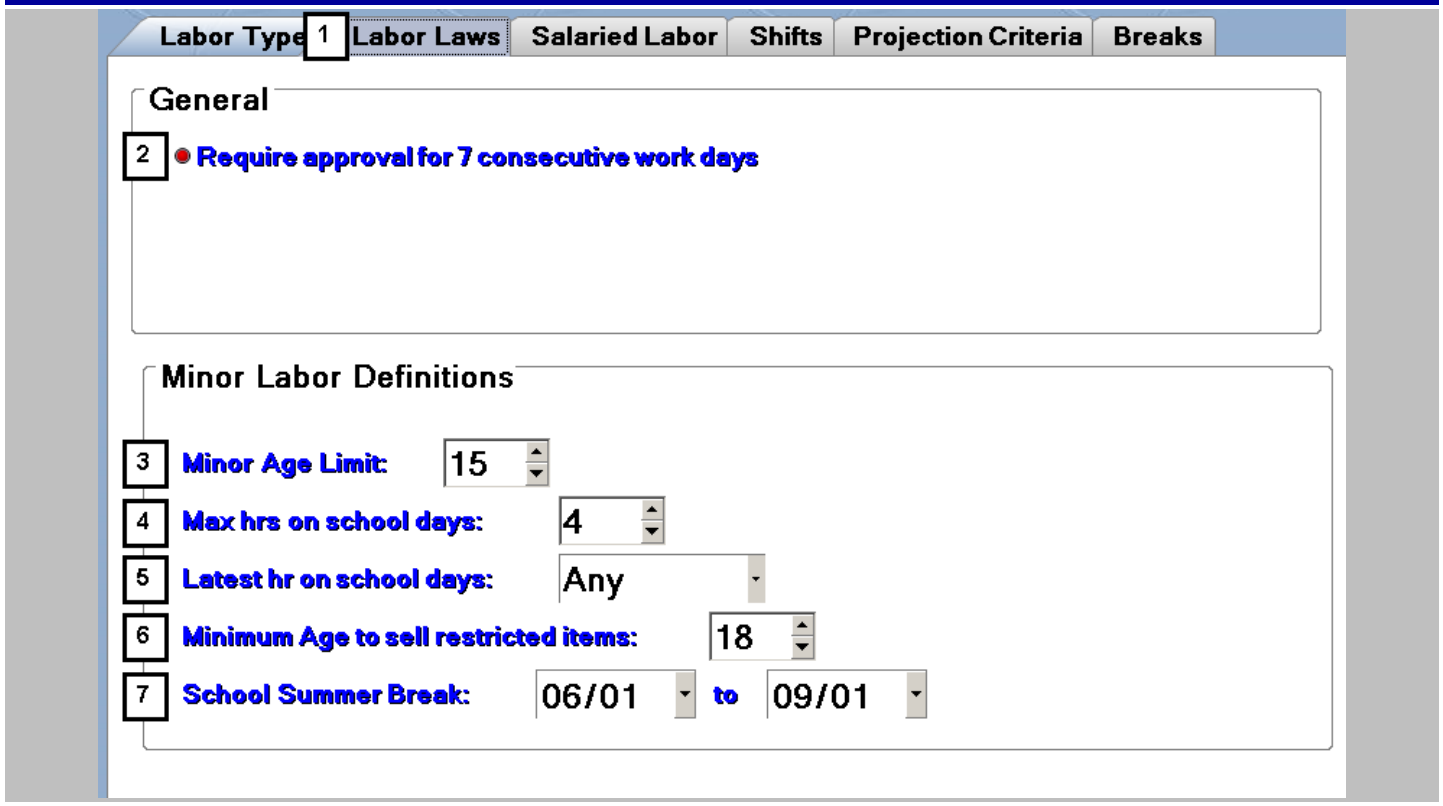
			Miles will appear on the Payroll Summary and Payroll Detail Report.
12	**Shift Pay**		**Shift Pay** allows an employee to be paid by the shift. The employee will still clock in, but their hours worked will have no effect on their pay. The shift pay will be entered in the employee record as their rate. When the employee clocks in, the rate will be reflected in the labor percentage and labor reporting.
13	**Use Out-of-Store Rate**		This option allows a secondary pay rate to be defined for on-road hours. This option will only be used for labor types set to Delivery.
14	**Include Sales In Sale Performance**		This option will display Sales by Report Group on the server cashout receipt.
15	**Use Table Display**		**Use Table Display** option will display the Table layout screen when the Table or Table Guest button is selected on the Order screen.
16	**Use Break Types?**		When the employee clocks out on break and break types will appear for selection.
17	**Server?**		The employee will be able to collect orders on any workstation into their virtual server drawer.
18	**Bar?**		Labels this Labor Type as a bartender and tracks them in our *HungerRush* Bar Metrix.
19	**Use Table Lookup**		This option would present a server with a table diagram for their open orders. This option is not related to the Table Management.

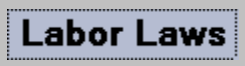
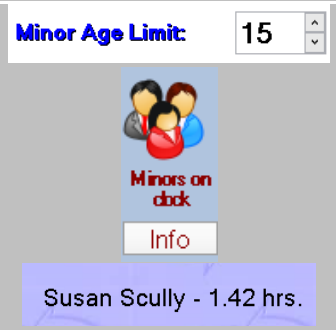
			
20	**Order Look Up Sort By**	Order Lookup Sort By: Order	**Order Lookup Sort By** is a Computer setting. This will override the Computer setting for the employee logging in.
21	**Default Labor Order Type**	Order Type: Use Default	**Default Labor Order Type** is a Computer setting. This will override the Computer setting for the employee logging in. This may be useful if workstations are used for multiple purposes, such as a bar workstation and a server workstation. Use Default means the employee will use the Computer defined default order type.
22	**Custom Menu Group Sequence**	Custom Group Sequence: None	**Custom Group Sequence** provides the ability to create custom sequences of the menu groups. Once the sequence has been defined, it can be assigned to one or more labor types. Employees clocked in under the labor type will see the menu in the defined Custom Group Sequence.
23	**Security Group**	Security Group: Cashier	The option Security by Labor Type must be selected under General Configuration. Security by Labor Type links a **Security Group** to each Labor Type. This ensures an employee can only perform point of sale tasks related to their current job code. You may have an employee who works as a Server and a Shift Leader. When the employee is clocked in as a Server, they would not have access to any Shift Leader tasks.
24	**Labor Category**	Labor Category: None	Allows labor to be separated into 3 categories, FOH (Front of House), BOH (Back of House) and Management. These categories will appear on the Daily Performance Report under the labor section.

25	**Default Room**		Table Management is required for the option to be used. The **Default Room** will open when the Table Layout screen is recalled.

Labor Laws

IMAGE



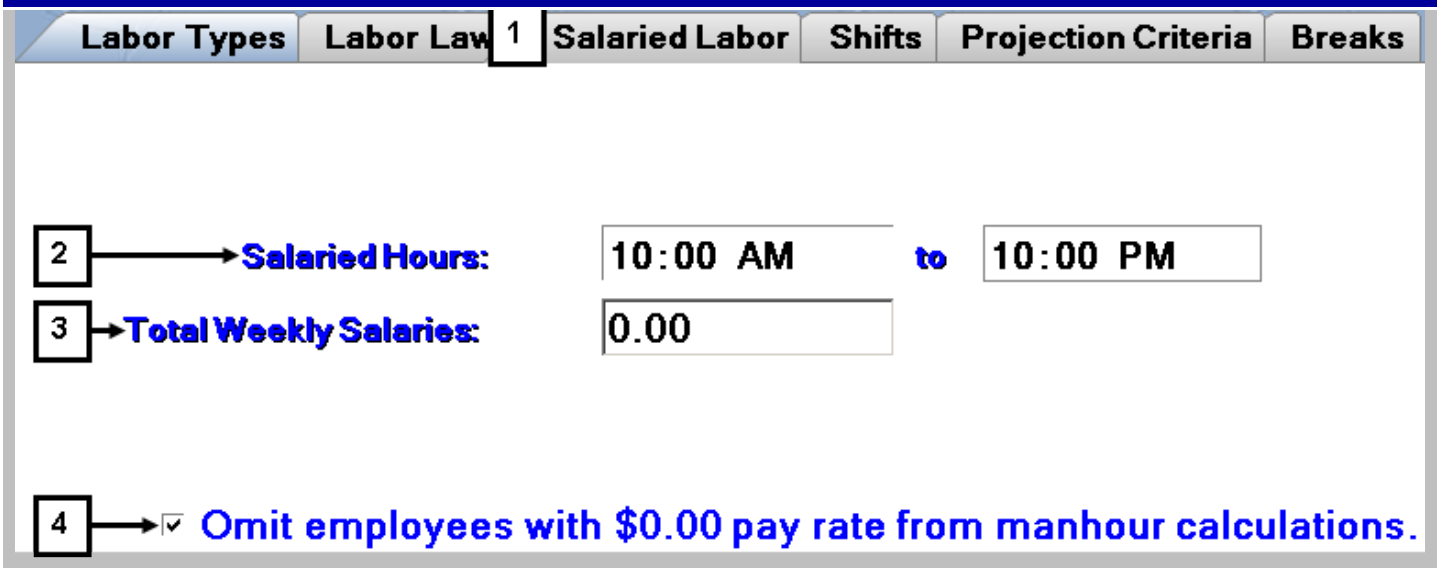
#	NAME	IMAGE	DESCRIPTION
1	Labor Laws Tab		A subcategory, the **Labor Laws Tab** contains setting that affect your pay rates and labor laws
2	Require approval for 7 consecutive work days		This setting won't allow an employee to work on the 7th consecutive day unless approved.
3	Minor Age Limit		If an employee is this age or under they are considered a minor and will be listed under the minor warning on the dashboard.
4	Max Hours on a School Day		Limits the hours a minor can work on school days.
5	Latest hr on school days:		This setting is for information only.

6	**Minimum Age to sell restricted items:**	Minimum Age to sell restricted items: 18	This setting is for information only.
7	**School Summer Break**	School Summer Break: 06/01 to 09/01	This setting is for information only.

Salaried Labor

HungerRush provides the ability to take salaried employees and include their wages into the daily labor percentages. The total salaries will be disbursed evenly based on the settings defined below.

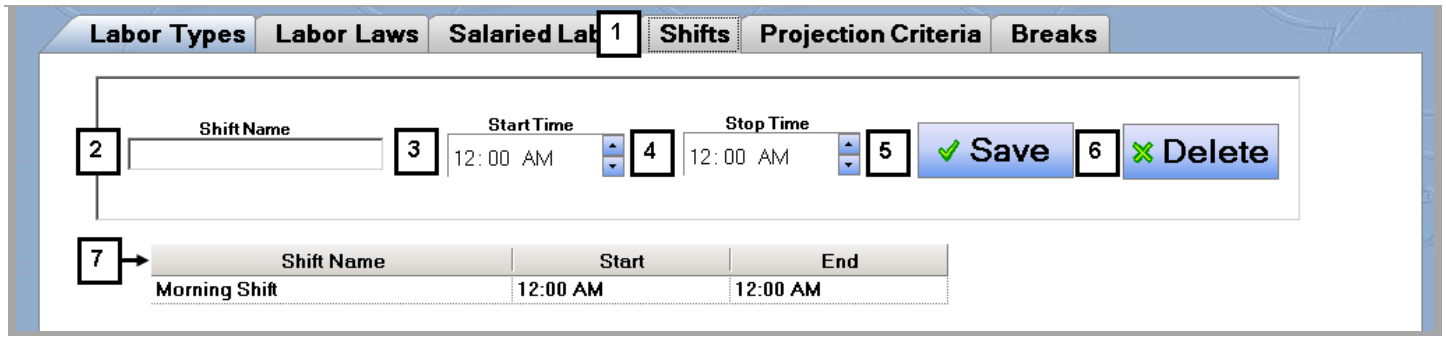
IMAGE



#	NAME	IMAGE	DESCRIPTION
1	Salaried Labor Tab	Salaried Labor	The **Salaried Labor Tab** contains the settings to add Salaried Labor types to *HungerRush*'s payroll metrics. Only use this section if you want your salaried labor to be calculated alongside your hourly labor.
2	Salaried Hours	Salaried Hours: 10:00 AM to 10:00 PM	These hours should translate to hours open for business to customers.
3	Total Weekly Hours	Total Weekly Salaries: 0.00	This total should include all salaried employees whose wage you want to be reflected in the daily labor percentage.
4	Omit employees with $0.00 pay	☐ Omit employees with $0.00 pay rate from manhour calculations.	This option should be selected if you require your salaried employees to clock in for time tracking purposes. This will eliminate the management hours with $0.00 pay rate from affecting the Sales per Man Hour calculation.

Shifts

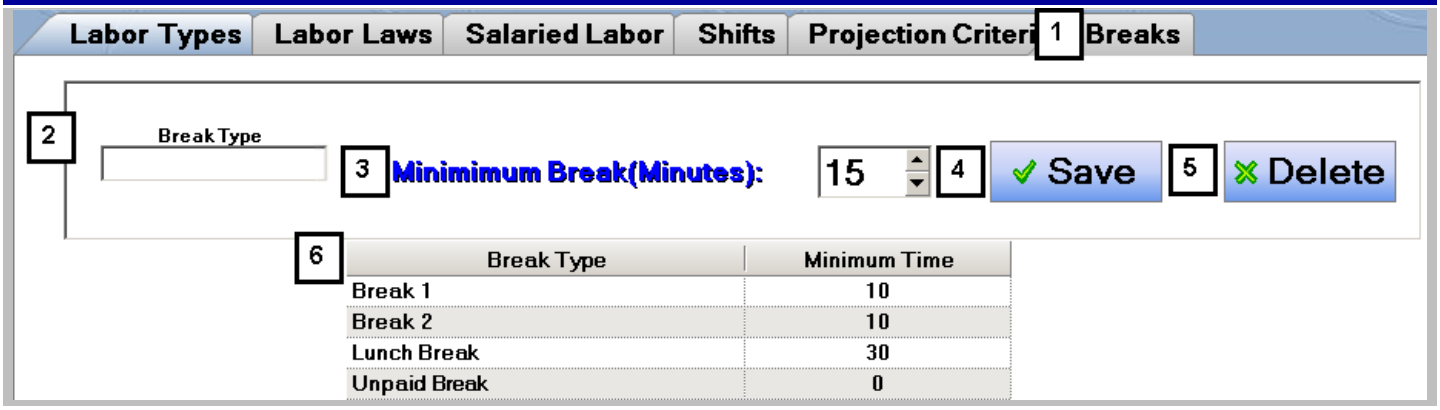
IMAGE

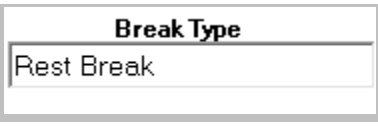
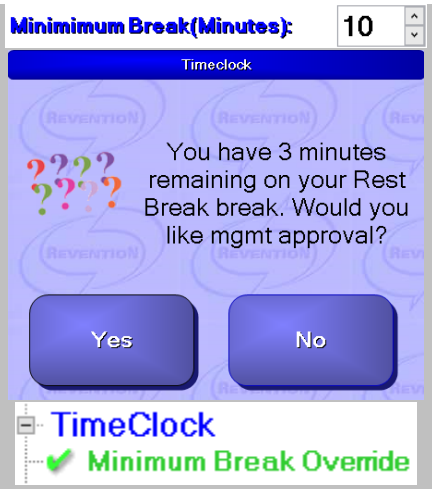


#	NAME	IMAGE	DESCRIPTION
1	Shifts Tab	Shifts	The **Shifts Tab** contains setting that affect your Shifts and their time frames.
2	Shift Name	Shift Name	**Shift Name** is entered in this field. If you highlight an existing Shift, the name will appear in this field.
3	Start Time	Start Time 12:00 AM	**Start Time** is the start of the shift.
4	Stop Time	Stop Time 12:00 AM	**Stop Time** is the end of the shift.
5	Save	Save	Once the Shift Name and Times are entered, select **Save** to save the information.
6	Delete	Delete	Highlight a shift and press **Delete** to remove the shift.
7	Defined Shifts	Shift Name / Start / End Breakfast 06:00 AM 10:00 AM Lunch 10:00 AM 04:00 PM Dinner 04:00 PM 10:00 PM Late Night 10:00 PM 02:00 AM	This section shows all of the **Defined Shifts** for the business.
*	Editing an Existing Shift	Shift Name: Breakfast; Start Time 6:00 AM; Stop Time 10:00 AM; Save; Delete	To edit an existing shift, highlight the shift name, make the changes and select Save. To Delete a shift, highlight the shift and select delete.

Projection Criteria is not an active feature.

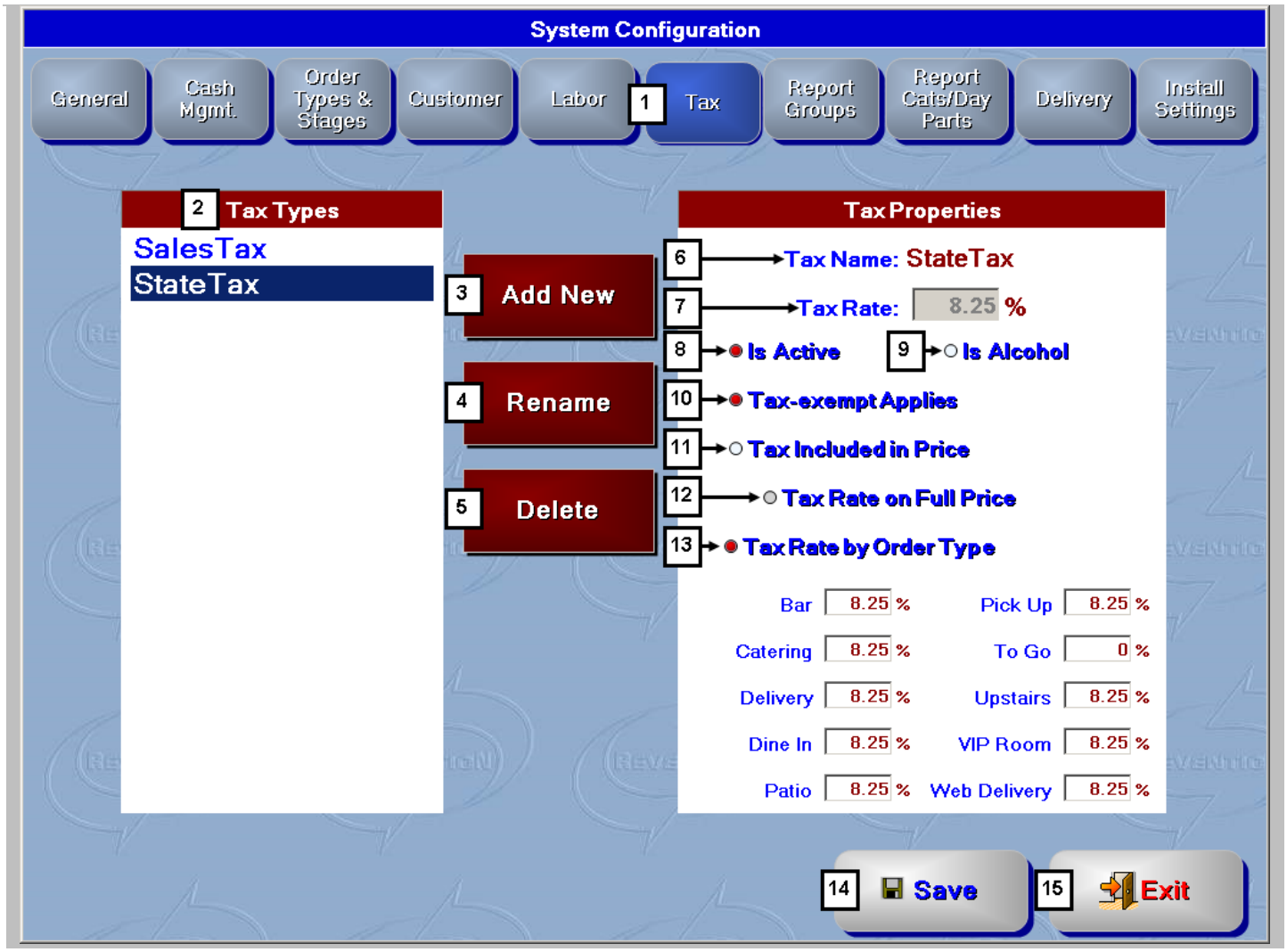
Breaks

IMAGE


#	NAME	IMAGE	DESCRIPTION
1	Breaks Tab		The **Breaks Tab** contains setting that affect your Breaks and their Minimum time lengths.
1	Break Type		**Break Type** name is entered in this field. If you highlight an existing Break Type, the name will appear in this field.
2	Minimum Break (Minutes)		The minimum time required for this Break Type. If an employee attempts to clock in before the minimum time is reached, a warning message will appear. A manager can override the minimum break with the proper security.
3	Save		Select **Save** to save the new Break Type.
4	Defined Breaks		Shows the defined breaks for the business.
5	Delete		Highlight a Break Type and select Delete to remove the break from the system.

Tax Configuration

IMAGE



#	NAME	IMAGE	DESCRIPTION
1	Tax Tab	Tax	The **Tax Tab** contains setting that allow for Tax Type creation and their settings.
2	Tax Types	Tax Types SalesTax	List of defined **Tax Types** in the system.
3	Add New	Add New	Select **Add New** to create a new tax type.
4	Rename	Rename	Highlight the tax type to rename. Select the **Rename** button. Type in the new tax type name and OK.
5	Delete	Delete	Highlight the tax type to delete. Select the **Delete** button. A confirmation message will

			appear. Select Yes. If the tax type is assigned to a menu item, modifier or preference, it cannot be deleted.
6	Tax Name	Tax Name: SalesTax	This displays the name of the tax type that is currently highlighted.
7	Tax Rate	Tax Rate: 8.25 %	The Tax Rate applicable to the total tax collected for the items sold with the defined tax type.
8	Is Active	● Is Active	By default this option is on. If you need to discontinue a specific Tax Type, it should be unchecked as Active. A Tax Type cannot be deleted when historic order data includes the Tax Type.
9	Is Alcohol	○ Is Alcohol	This option should be selected if the option Tax Included in Price is on and the Tax Type is Alcohol Tax. For a report.
10	Tax-exempt Applies	● Tax-exempt Applies	This option is typically selected for all Tax Types, excluding Alcohol Tax. If the customer's order qualifies as Tax Exempt, the items with this Tax Type will not be taxed.
11	Tax Included in Price	○ Tax Included in Price	This option will include the Tax within the price of the items. The tax will then be backed out of the price for tax reporting.
12	Tax Rate on Full Price	○ Tax Rate on Full Price	This option is only applicable when using Tax Included in Price. The Tax Rate is calculated on the full price of the item. Example: Draft Beer is $4.00, Tax Rate is 8.25%. Tax Included in price is $0.33 which is 8.25% of $4.00.
13	Tax Rate by Order Type	○ Tax Rate by Order Type Bar 8.25 % Catering 8.25 % Delivery 8.25 % Dine In 8.25 % Patio 8.25 %	This option is used when the tax rate changes based on whether the customer is dining in or the order is for pick up or delivery. Some states do not charge tax on packaged food such as bottles of beverages and chips

14	**Save**		**Save** will save any changes made to the 'Order Lookup'. Save is a visible button on all tabs once a change is made.
15	**Exit**		**Exit** will exit the 'Tax' screen.

A Tax Type can be renamed or deleted. Highlight the Tax Type name. Select Rename or Delete. Select OK to complete the action.

Report Groups Configuration

Report Groups are unique to each business. It is recommended Report Categories be configured first. *HungerRush* provides two report levels, Report Category and Report Group. Each Report Group will be assigned to a Report Category.

Example:

Report Category	Report Groups
Food	Entrees, Sandwiches, Salads, Appetizers, and Desserts
Beverage	Beverages
Liquor	Liquor, Shots
Beer	Bottled Beer, Draft Beer
Wine	Wine

Each Menu Item, Modifiers and Preference has an assigned Report Group. Both Report Categories and Report Groups are configurable and can be named however you choose. There are no limitations to the number of Report Categories or Report Group you create.

Report Groups Screen

IMAGE

General
Cash Mgmt.
Order Types & Stages
Customer
Labor
Tax
1
Report Groups
Report Cats/Day Parts
Delivery
Install Settings
2
Report Groups
Ingredient
Beverages
Retail
Coupons
Cakes
Bundt
3
ChickenFingers
Extras
KidsCombo
Combos
Tailgates
4
Add New
5
Rename
6
Delete
Report Group Properties
7
Report Group: Cakes
8
Food Stamps Eligible
9
No Gratuity
10
Is Alcohol
11
Is Beer
12
Is Beverage
13
Is Entree
14
Is Active
15
Is Wine
16
Is App
17
Is Dessert
18
Is Meal
19
Server Tip Out:
0.00
%
Report Category Name:
20
Food
21
Exit

Report Groups Screen continued…

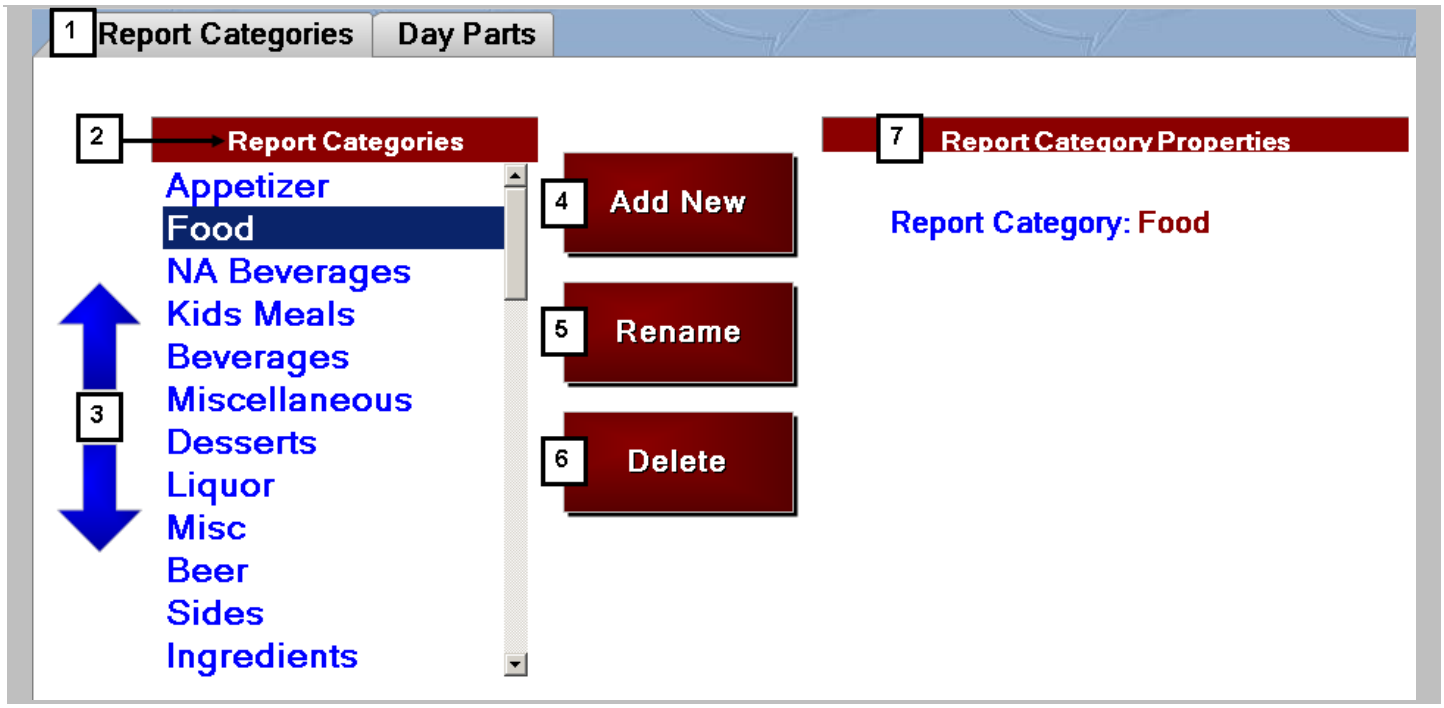
#	NAME	IMAGE	DESCRIPTION
1	Report Group Tab	Report Groups	Contains the configurations options for **Report Groups**
2	Report Groups	Report Groups Entrees HotSandwich	List of the defined Report Groups in the system.
3	Up/Down Arrows		The **Up and Down Arrows** allow you to reorder the Report Group. The order displayed on screen is the order the report groups will appear in reports. To move a report group, highlight the report group name and select the up or down arrow to move report group's position.
4	Add New	Add New	Select **Add New** to create a new report group.
5	Rename	Rename	Highlight the report group to rename. Select the **Rename** button. Type in the new report group name and OK.
6	Delete	Delete	Highlight the report group to delete. Select the **Delete** button. A confirmation message will appear. Select Yes. If the report group is assigned to a menu item, modifier or preference, the report group cannot be deleted.
7	Report Group	Report Group: Beer	Displays the name of the report group currently highlighted.
8	Food Stamps Eligible	○ Food Stamps Eligible	Option to define a report group that can be paid for with EBT payment method. Feature is still under development.
9	No Gratuity	○ No Gratuity	Option to exclude a report group from the Gratuity calculation. This option would be used for retail or bulk food purchases.
10	Is Alcohol	○ Is Alcohol	**Is Alcohol** is used to flag items to be tracked as a drink when utilizing the *HungerRush* Bar Metrix.
11	Is Beer	○ Is Beer	**Is Beer** is used to flag items to be tracked when utilizing the *HungerRush* Bar Metrix.

			Currently does not contribute to the calculations.
12	Is Beverage		**Is Beverage** is used to flag items to be tracked when utilizing the *HungerRush* Bar Metrix. *Currently does not contribute to the calculations.*
13	Is Entrée		**Is Entree** is used to flag items to be tracked when utilizing the *HungerRush* Bar Metrix.
14	Is Active		By default this option is on. If you need to discontinue a specific Tax Type, it should be unchecked as Active. A Tax Type cannot be deleted when historic order data includes the Tax Type.
15	Is Wine		**Is Wine** is used to flag items to be tracked when utilizing the *HungerRush* Bar Metrix. *Currently does not contribute to the calculations.*
16	Is App		**Is App** is used to flag items to be tracked when utilizing the *HungerRush* Bar Metrix.
17	Is Dessert		**Is Wine** is used to flag items to be tracked when utilizing the *HungerRush* Bar Metrix. *Currently does not contribute to the calculations.*
18	Is Meal		Only used for reporting and
19	Server Tip Out		**Server Tip Out %** can be defined for a report group to calculate server tip out for specific sales. The tip out amount will be listed by report group on the servers' cashout receipt.
20	Report Category Name		Each report group requires a Report Category to be defined. Report Category is the broad definition of sales.
21	Exit		**Exit** will exit the user from the current screen and return to the main navigation screen.

A Report Group can be renamed or deleted. Highlight the Report Group name. Select Rename or Delete. Select OK to complete the action.

Report Categories and Day Parts

IMAGE



#	NAME	IMAGE	DESCRIPTION
1	Report Categories Tab	Report Categories	The **Report Categories Tab** is where a user creates and edits Report Categories.
2	Report Categories	Report Categories Food Beverages Liquor	List of the defined Report Categories in the system.
3	Up/Down Arrows		The Up and Down arrows allow you to reorder the Report Categories. The order displayed on screen is the order the report categories will appear in reports. To move a report category, highlight the report category name and select the up or down arrow to move report categories' position.
4	Add New	Add New	Select **Add New** to create a new report category.
5	Rename	Rename	Highlight the report category to rename. Select the **Rename** button. Type in the new report category name and select OK.
6	Delete	Delete	Highlight the report category to delete. Select the **Delete** button. A confirmation message will appear. Select Yes. If the report category

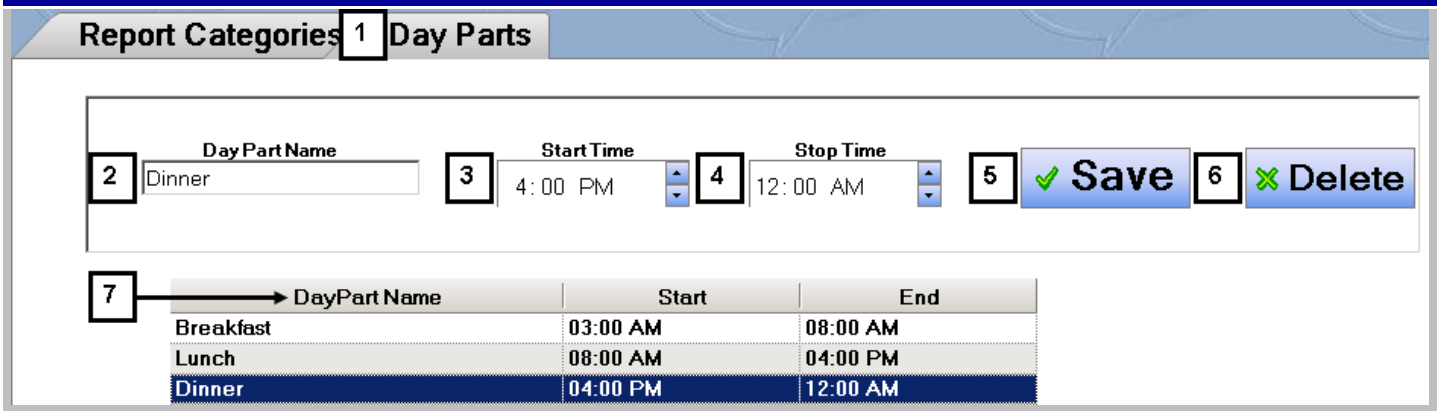
			is assigned to a report group, the report category cannot be deleted.
7	**Report Category**	Report Category: Food	Displays the name of the report category currently highlighted.

A Report Category can be renamed or deleted. Highlight the Report Category name. Select Rename or Delete. Select OK to complete the action.

Day Parts Screen

Day parts are used for reporting purposes.

IMAGE

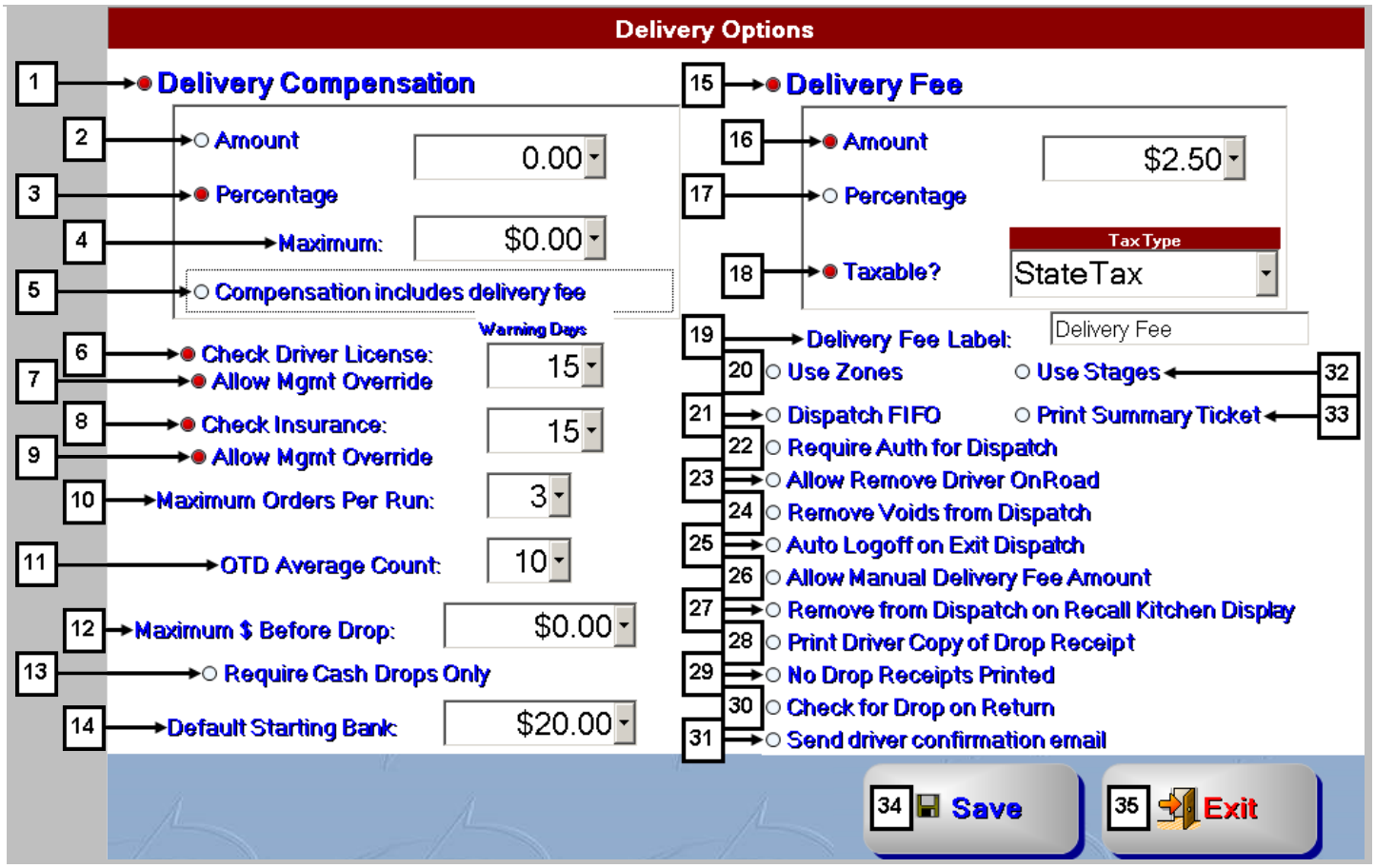


#	NAME	IMAGE	DESCRIPTION
1	Day Parts Tab	Day Parts	The **Day Parts Tab** houses all the configuration settings for Day Parts.
2	Day Part Name	Day Part Name	**Day Part Name** is entered in this field. If you highlight an existing Day Part, the name will appear in this field.
3	Start Time	Start Time 12:00 AM	**Start Time** is the start of the day part.
4	Stop Time	Stop Time 12:00 AM	**Stop Time** is the end of the day part.
5	Save	Save	Once the Day Part Name and Times are entered, select **Save** to save the information.
6	Delete	Delete	Highlight an existing Day Part and press **Delete** to remove the selected Day Part.
7	Defined Day Parts	Shift Name / Start / End Breakfast 06:00 AM 10:00 AM Lunch 10:00 AM 04:00 PM Dinner 04:00 PM 10:00 PM Late Night 10:00 PM 02:00 AM	Day Parts shows all of the defined day parts for the business.
*	Editing an Day Part	Shift Name: Breakfast; Start Time 6:00 AM; Stop Time 10:00 AM; Save; Delete	To edit an existing day part, highlight the Day Part; make the desired changes and select Save. To Delete a day part, highlight the day part and select delete.

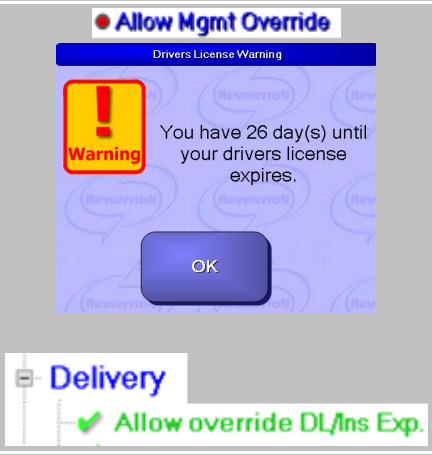
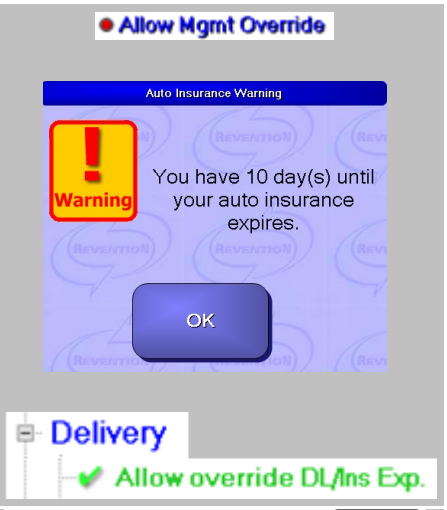
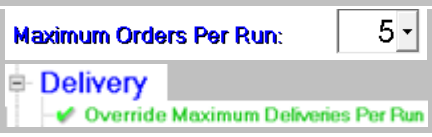
Delivery Options

This section will help discern the different types of options available when configuring deliveries for your operations.

IMAGE



#	NAME	IMAGE	DESCRIPTION
1	Delivery Compensation	Delivery Compensation	This section shows the **Delivery Compensation** settings. Delivery Compensation can be calculated by order percentage or amount per order.
2	Amount	Amount $1.00	The **amount** the driver will be compensated for each order delivered.
3	Percentage	Amount 0.00 Percentage	**Percentage** amount of order subtotal driver will be compensated for each order delivered.
4	Maximum	Maximum: $0.00	A **maximum** $ amount can be defined for compensation by percentage.
5	Compensation includes delivery fee	Compensation includes delivery fee Orders Change Delivery Fee	This option should be used if the Driver Compensation is the same as the Delivery Fee and the Delivery Fee can be manually changed. Proper security is required to change the delivery fee. When the delivery fee is changed on the order, the driver

			compensation for that order will be changed as well to reflect the new amount.
6	**Check Driver License**		Each employee record includes a Driver Info section. Driver license number and expiration date should be recorded for every employee using a Delivery labor type. This setting will check the Driver's License expiration and notify the employee upon clock in that the expiration date is approaching.
7	**Allow Mgmt Override Driver License**		**Allow Mgmt Override** will allow a manager to override an expired warning message with proper security.
8	**Check Insurance**		Each employee record includes a Driver Info section. Insurance Company, Phone, Policy # and expiration date should be recorded for every employee using a Delivery labor type. This setting will check the Insurance expiration and notify the employee upon clock in that the expiration date is approaching.
9	**Allow Mgmt Override Driver License**		**Allow Mgmt Override** will allow a manager to override an expired warning message with proper security.
10	**Maximum Orders Per Run**		The maximum orders allowed for a driver to take on one run. This setting can be

			overridden on a case by case basis with the proper security.
11	**OTD Overage Count**	OTD Average Count: 10 OTD avg. for last 10 orders - 15 minutes Drivers In - 1 Drivers Out - 0	The dispatch screen displays the current out the door average based on the defined order count.
12	**Maximum $ Before Drop**	Maximum $ Before Drop: $0.00	This setting will force the driver to drop money when their order amount exceeds the maximum $ defined.
13	**Require Cash Drops Only**	○ Require Cash Drops Only	**Require Cash Drops Only** will monitor all orders tendered to cash or check. Credit card, gift card and account orders will not be included.
14	**Default Starting Bank**	Default Starting Bank: $20.00 ☐ No Starting Bank	Delivery Drivers may be assigned a bank as they clock in for their shift. This is the default bank amount assigned. The bank will be accounted for when the delivery driver is reconciled at the end of their shift. If a particular driver prefers to not receive a bank, there is an option by employee to not assign a bank. The option can be found under the Delivery tab in the employee record.
15	**Delivery Fee**	● Delivery Fee	This section shows the **Delivery Fee** settings. Delivery Fee can be calculated by order percentage or amount per order. Unchecking the radio button will cause 16, 17, and 18 to be disabled
16	**Delivery Fee Amount**	● Amount $1.00	Amount charged per order for delivery order types.
17	**Delivery Fee Percentage**	○ Amount ● Percentage 0.00	Percentage charged per order for delivery order types.
18	**Taxable?**	● Taxable? Tax Type None	**Taxable?** This option allows tax to be charged on the delivery fee.
19	**Delivery Fee Label**	Delivery Fee Label: Delivery Fee	**Delivery Fee Label** allows the delivery fee to have a modified name on the printed customer receipt. Customers may see the delivery fee as a form of gratuity, but if the delivery fee says Fuel Charge the customers may be more inclined to tip.
20	**Use Zones**	○ Use Zones	Zones and Grids is a section with *HungerRush* that allows the delivery area to be segmented into different areas. Zones and Grids can be

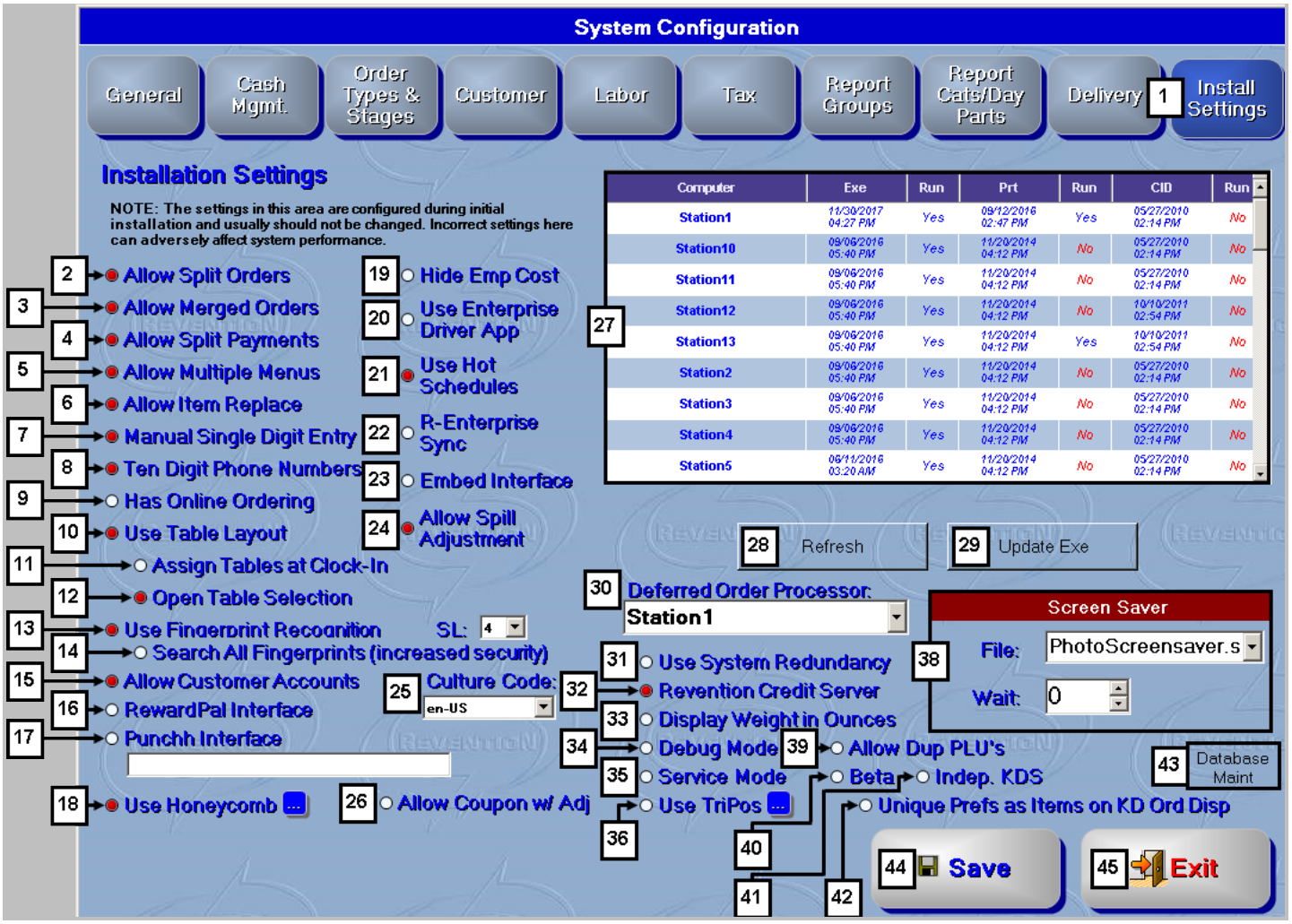
			used exclusively or together. A Zone or Grid is defined by a list of address ranges and street name. **Use Zones** will validate the customer's address is within the defined Zones for delivery.
21	**Dispatch FIFO**	Dispatch FIFO Delivery Delivery OverRide FIFO Dispatch	**Dispatch FIFO** requires the drivers to be dispatched first in first out. When a new driver is clocked in, they appear at the bottom of the drivers list. This feature will prevent drivers from picking and choosing specific deliveries to benefit themselves. There is a security setting that will allow a manager to override the FIFO requirement.
22	**Require Auth for Dispatch**	Require Auth for Dispatch Delivery Dispatch All Dispatch Self	**Require Auth for Dispatch** would force the driver to enter the log in credentials or fingerprint to dispatch an order(s). If this option is not turned on, orders can be dispatched by any employee to any driver, provided the Dispatch screen is open.
23	**Allow Remove Driver OnRoad**	Allow Remove Driver OnRoad Remove OnRoad Delivery Remove Dispatch	**Allow Remove Driver OnRoad** provides an action button, Remove OnRoad, just below the Drivers column on the dispatch screen. The button will only appear if a driver is highlighted. When a driver is removed from the road, the driver's order(s) are returned to Ready for dispatch.
24	**Remove Voids from Dispatch**	Remove Voids from Dispatch	This option will remove a voided delivery order from the Dispatch screen.
25	**Auto Logoff on Exit of Dispatch**	Auto Logoff on Exit Dispatch	When the Dispatch screen is exited, the user currently logged on will be logged off and the log on screen will appear.
26	**Allow Manual Delivery Fee Amount**	Allow Manual Delivery Fee Amount Orders Change Delivery Fee Delivery Fee 1.00 Total 169.22 Split Seat #1 Next Split Change Dlvy Fee Clear All Quantity	This option allows the Delivery Fee to be adjusted on the order. Additional security is required for this feature. If this option is on, a button will appear at the bottom of the order when the Delivery Fee is highlighted on the order screen.

27	**Remove from Dispatch on Recall Kitchen Display**	○ Remove from Dispatch on Recall Kitchen Display	This option will remove the delivery order from the dispatch screen if the order is recalled by the Kitchen Display unit.
28	**Print Driver Copy of Drop Receipt**	● Print Driver Copy of Drop Receipt	This option will print two copies of the driver drop receipt; one for the records and one for the driver.
29	**No Drop Receipts Printed**	○ No Drop Receipts Printed	Enable this to stop Driver Drops from printing up.
30	**Check for Drop on Return**	● Check for Drop on Return	**Check for Drop on Return** will validate the driver's funds upon return. The system will let the driver know if a drop is required based on the driver drop configuration. This option is recommended to prevent a delivery from being delayed due to the drop requirement.
31	**Send driver confirmation email**	○ Send driver confirmation email **Sample Email:** Sent: Saturday, March 01, 2014 3:08 PM To: John Doe Subject: Your order is on it's way... John Doe Your order has been assigned to a driver and will arrive shortly. Payment Method: Cash Amount: 34.99 1 MED DeepDish Fresh Vegetable Garlic Giardiniera 1 Mozzarella Sticks 1 Chocolate Chip Cookie	Send driver confirmation email will send an email to the customer letting them know their order is on its way. This feature is a great way to capture customers' email addresses.
32	**Use Stages**	○ Use Stages	**Use Stages** prevents the delivery order from appearing on the Dispatch screen until the order type stage event moves the order to the Dispatch screen. If Use Stages is not on, the delivery order will appear on the Dispatch screen as soon as the order is saved.
33	**Print Summary Ticket**	○ Print Summary Ticket	This will print a delivery summary ticket upon dispatch that can be kept by the driver.
34	**Save**	Save	Press **Save** to add the changes to the stage.
35	**Exit**	Exit	**Exit** will exit the user from the current screen and return to the main navigation screen.

Install Settings

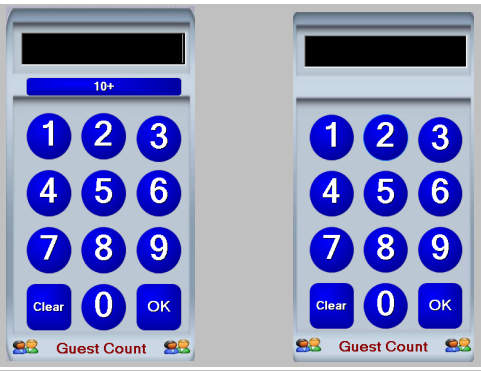
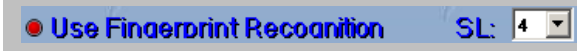
This area is configured during the initial installation and typically does not need to be changed. Incorrect settings may adversely affect your system performance.

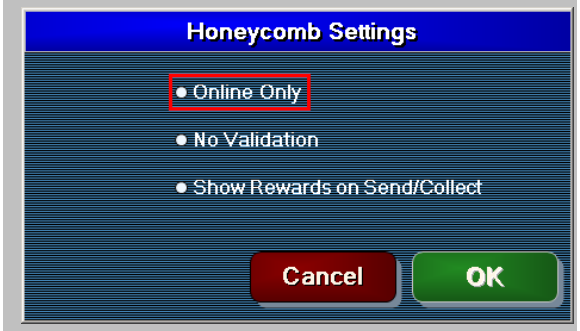
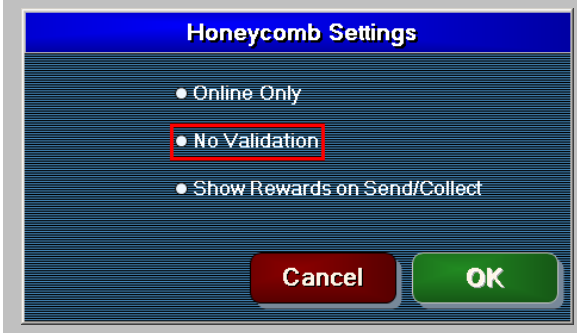
IMAGE

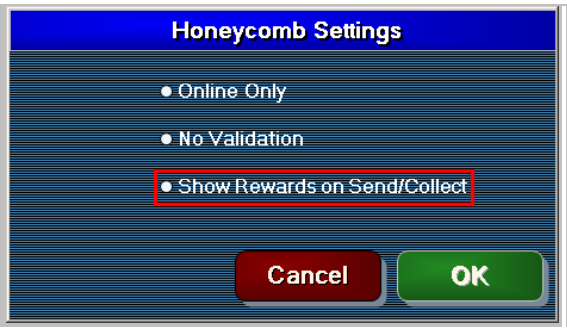
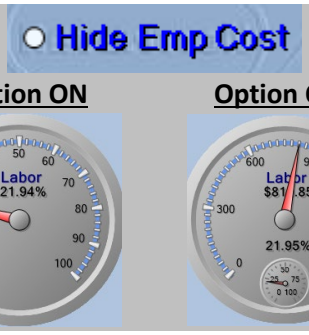


#	NAME	IMAGE	DESCRIPTION
1	Install Settings		The **Install Settings Tab** contains settings that can drastically change how you *HungerRush* System operates. It is highly recommended to not make any changes to this section unless under the supervision of a certified *HungerRush* technician.
2	Allow Split Orders		**Allow Split Orders** provides the Split order button to appear on the Order screen.

3	Allow Merged Order		**Allow Merged Orders** option will present the Merge Order button in the Order lookup screen.
4	Allow Split Payments		**Allow Split Payments** option provides a button in the collect screen to split a payment by any number. Once the split number has been entered, the amount per person will appear in the Amount Due field.
5	Allow Multiple Menus		**Allow Multiple Menus** provides the option to select a different menu for 1 or more workstations.
6	Allow Item Replace		**Allow Item Replace** allows an item to be voided and duplicated with one button push. This is beneficial if an order has been saved and the customer changes their mind and wants to change the toppings of an item they have ordered. The Replace Item button appears at the bottom of the order when an item is highlighted.
7	Manual Single Digit Entry	 **Option OFF** **Option ON**	**Manual Single Digit Entry** changes the Guest Count key pad to remain open until the user selects OK. If this option is not ON, the number pad will close as soon as you hit a number. To entry a 2 digit party you would select the 10+ key first.

			
8	**Ten Digit Phone Numbers**		**Ten Digit Phone Numbers** changes all phone number entry fields and references to 10 digits.
9	**Has Online Ordering**		**Has Online Ordering** should be flagged if the customer is using HungerRush Online Ordering. Additional online ordering options will appear in the menu editor when this option is ON.
10	**Use Table Layout**		**Use Table Layout** requires the Table Management module to be purchased. Servers and Bartenders will then have the ability to select a table from the table layout screen, as opposed to entering a table number on a key pad.
11	**Assign Tables at Clock-In**		**Assign Table at Clock-In** allows tables to be assigned to specific Servers.
12	**Open Table Selection**		**Open Table Selection** is the preferred more flexible method, which allows the server to select any table from the layout. This setting prevents having to constantly maintain table and section assignments as volume and staff changes throughout a shift.
13	**Use Fingerprint Recognition**		**Use Fingerprint Recognition** turns ON the Fingerprint module for point of sale access. The **SL** setting changes the number of points the system checks to validate the employee fingerprint. The higher the number, the more points are validated, but this can also reduce the speed of the log in because the system is processing more data. The default setting is 4. It should not be changed unless a problem occurs with employees having similar fingerprints**.**

14	Search All Fingerprints	Search All Fingerprints (increased security)	**Search All Fingerprints** is also an increased security option, but it can also slow down the data processing.
15	Allow Customer Accounts	Allow Customer Accounts	**Allow Customer Accounts** provides the functionality to open a charge account.
16	Reward Pal Interface	RewardPal Interface	**RewardPal Intertace** allows the system to communicate and integrate with the RewardPal cloud based rewards system.
17	Punchh Interface	Punchh Interface	**Punch Interface** allows the system to communicate sales information to the Punchh loyalty solution.
18	Use Honeycomb	Use Honeycomb  continued…  	The **Use Honeycomb** toggle will enable the loyalty button on the Order Screen and allow users to enroll customers into their Honeycomb program Press the ellipse button to open a sub menu with additional Honeycomb Settings **Online Only** affects only how Honeycomb can be redeemed and earned. Toggle this on and customer can only earn and redeem point online and disallow any store level interaction with Honeycomb. **No Validation** allows Honeycomb discounts to be created without the needed for validation codes **Show Rewards on Send/Collect** affects how *HungerRush* handles Honeycomb customers with rewards. Having this option on will prompt a user with applicable Honeycomb rewards when a staff member Sends/Collects. Only applies if the user did not try to look up a customer's eligibility beforehand.

			
19	Hide Emp Cost		**Hide Emp Cost** will remove the Labor $ from the dashboard.
20	Use Enterprise Driver App		**Use Enterprise Driver App** allows the system to link to *HungerRush*'s EyeDeliver Mobile Application.
21	Use Hot Schedules		**Use Hot Schedules** allows the system to communicate and integrate with the Hot Schedules cloud based employee management system.
22	R-Enterprise Sync		Allows for more advanced reporting by pulling additional tables from *HungerRush*'s databases. Consult a *HungerRush* Technician before turning this on. If configured incorrectly, this setting can drain all processing resources.
23	Embed Interface		**Embed Interface** requires the Embed Integration to be purchased. Embed is a game card system for midways and arcades. *HungerRush* provides the ability to activate a card, load a card with additional money and use the card as a tender method.
24	Allow Spill Adjustment		**Allow Spill Adjustment** adds an additional Spill adjustment type to better track alcoholic beverages that have been spilled.

25	Culture Code	Culture Code: en-US en-US en-CA es-MX is-IS	**Culture Code** changes the order in which the Date is displayed and how taxes are labeled. Choosing **IS** will display the date as Day/Month/Year and change Taxes to VAT.
26	Allow Adjustment	Allow Coupon w/ Adj	Allows for the use of coupons and manager based price adjustments to be combined. If there is a conflict of between adjustment, the manager portion of the discount supersedes the coupon's discount
27	Computer Information Grid	Computer / Exe / Run / Prt Station1 / 02/27/2014 02:51 AM / Yes / 04/03/2012 08:27 AM Station10 / 02/27/2014 02:51 AM / Yes / 04/03/2012 08:27 AM	The **Computer Information Grid** shows the list of defined workstations within the system. Additional data includes software version date and time and if the software is currently running.
28	Refresh	Refresh	**Refresh** will refresh the contents of the grid, picking up any changes since the screen was loaded.
29	Update Exe	Update Exe	**Update Exe** will exit the *HungerRush* program from all workstations and copy the *HungerRush* executable file across to all system workstations.
30	Deferred Order Processor	Deferred Order Processor: None	**Deferred Order Processor** depending on your *HungerRush* version. The value should be set to None or Revent2. A *HungerRush* service, RevControl, manages the activation of deferred orders.
31	Use System Redundancy	Use System Redundancy	**Use System Redundancy** requires additional software and configuration from *HungerRush*. There is an additional cost for the automated redundancy feature. *HungerRush* does currently backup the database on a daily basis to multiple locations. Also, the solid state hard drives within the *HungerRush* units are interchangeable for redundancy purposes.
32	*HungerRush* Credit Server	Revention Credit Server	***HungerRush* Credit Server** is the option to run credit cards though the point of sale. This option would NOT be selected if credit cards are run through a separate system or black box.

33	**Display Weight in Ounces**	Display Weight in Ounces Qty / Description / Price 1 / Smoked BBQ (5.00lb@2.99) / 14.95 Qty / Description / Price 1 / Smoked BBQ (5.00oz@2.99) / 14.95	Turing **Display Weight in Ounces** will change lbs. to oz. instead.
34	**Debug Mode**	Debug Mode	**Debug mode** is implemented in *HungerRush* that allows the user to view and/or manipulate the program's internal state for the purpose of debugging. This mode should never be turned on unless instructed to do so by a *HungerRush* Service Specialist
35	**Service Mode**	Service Mode	**Service Mode** is a mode strictly used for development and should never be turned on unless instructed to do so by a *HungerRush* Service Specialist
36	**Use TriPos**	Use TriPos	**Use TriPos** will switch *HungerRush* over to the TriPos Software for processing Credit cards and EMV. This mode should never be turned on unless instructed to do so by a *HungerRush* Service Specialist
37	**Unique Prefs as Items on KD Order Display**	Unique Prefs as Items on KD Order Display	This setting is only used in very particular situations. The requirements are: • Item Display • Kitchen Display • Menu Items that contain Preferences with Unique Printer Categories This will cause those items with Unique Printer Categories to display on the Item Display as independent lines that can be bumped independently of its parent order.
38	**Screen Saver**	Screen Saver File: Wait: 0	**Screen Saver** allows the Windows screen saver to be defined within the point of sale software, eliminating the need to access the Windows desktop. *HungerRush* will create a customer screen saver with your logo.
39	**Database Maint**	Database Maint	**Database Maint** is used to link Inventory Recipes with a new menu that has been imported. This utility may require assistance from *HungerRush* Customer Service.

40	**Exit**		Press exit to return to the navigation screen.

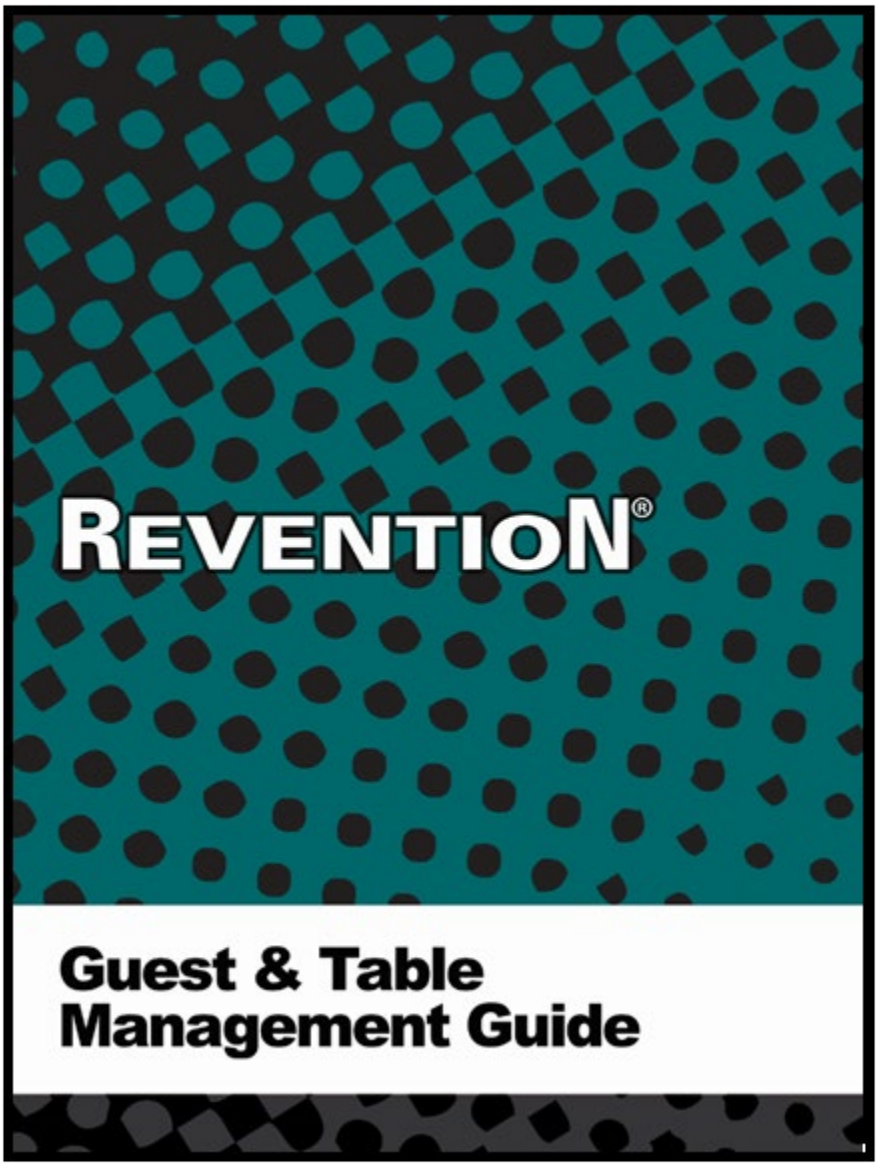
Computer Configuration

Overview

Located in the configuration section, the computer segment contains settings for each workstation and can be configured for multiple concepts. Learning the basics of these settings will help streamline your process and limit the amount of possible human errors. Computer Configuration is separated into own guide.

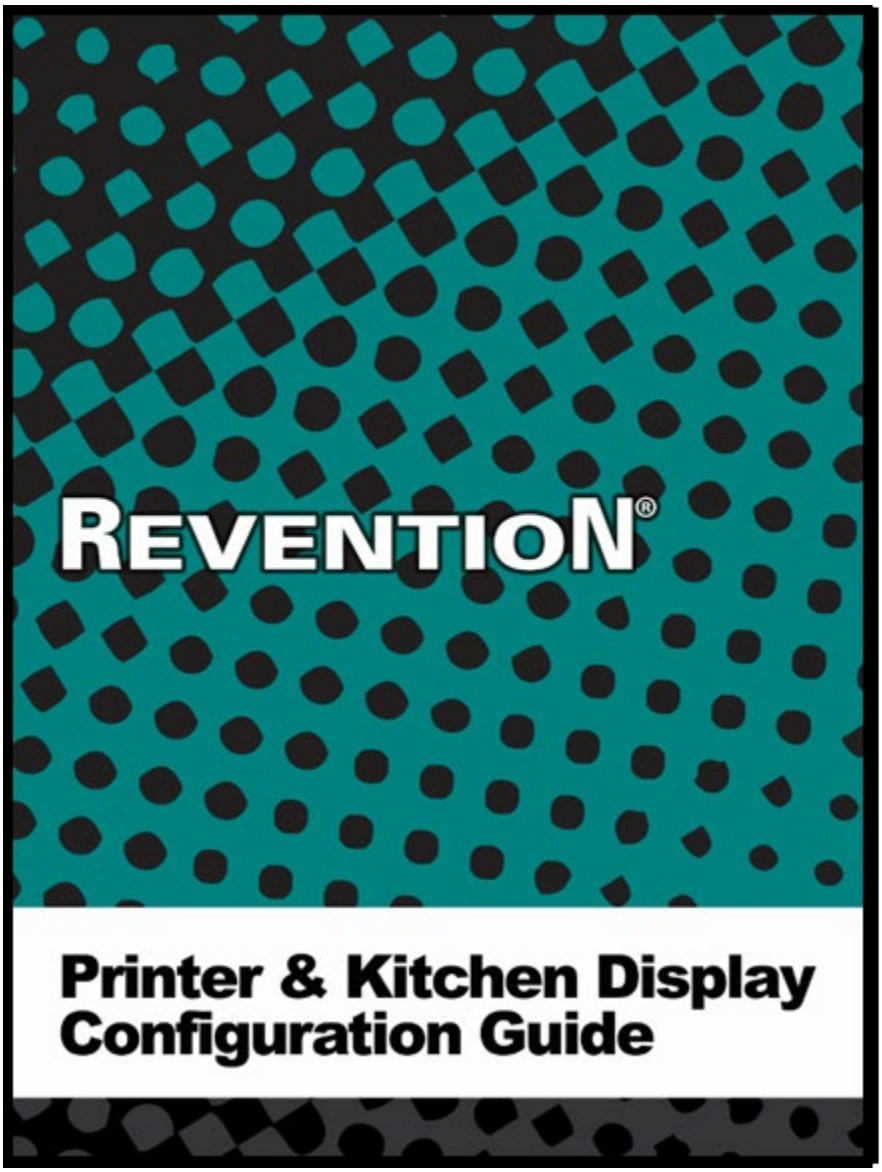
Customer Maintenance

Customer Maintenance information can be found in the **Marketing and Customer Maintenance Guide**.



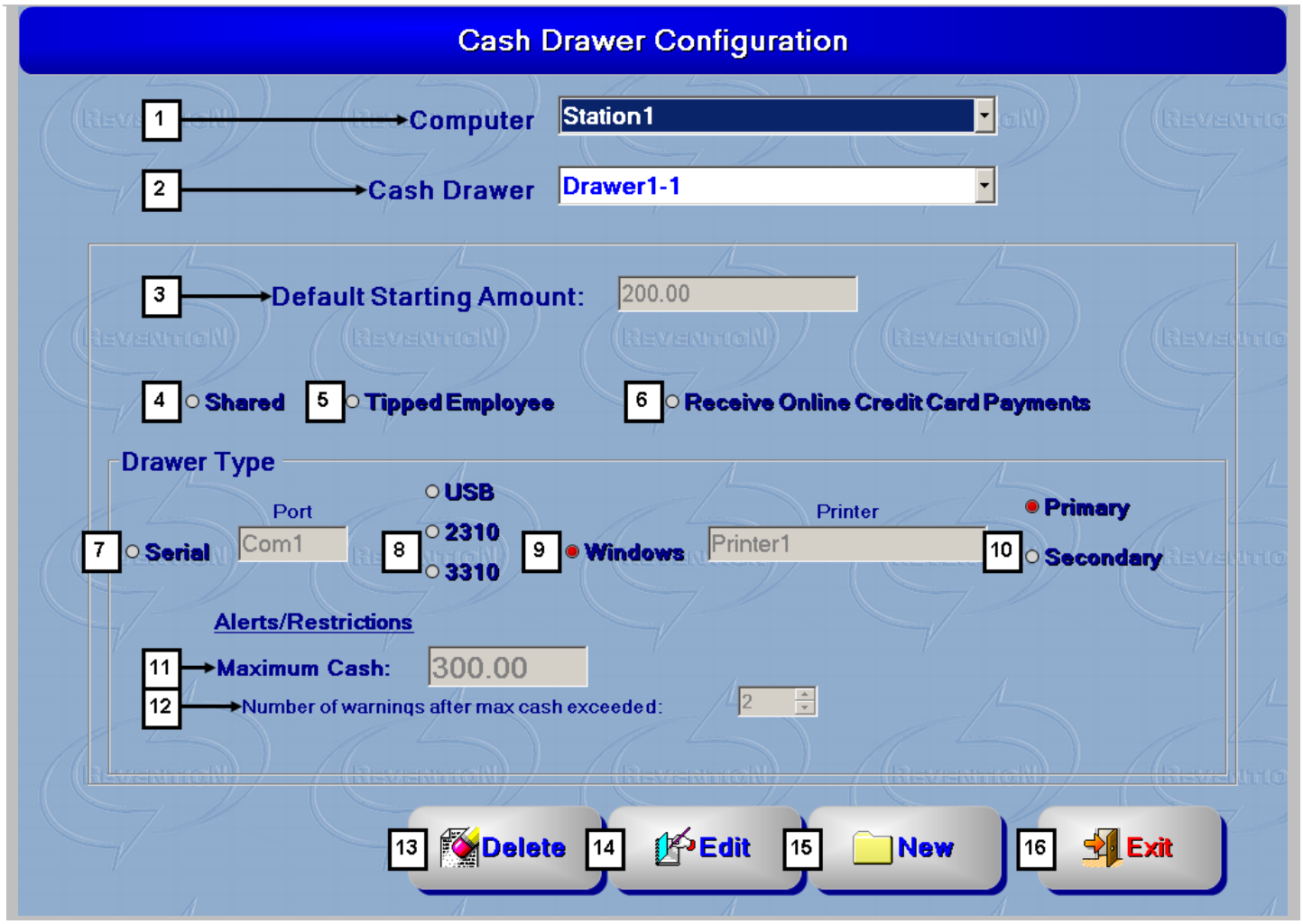
Printers

Printer Configuration information can be found in the **Printer and Kitchen Display Guide**.



Cash Drawers

IMAGE



#	NAME	IMAGE	DESCRIPTION
1	Computer	Computer Station1	**Computer** name where the cash drawer will reside.
2	Cash Drawer	Cash Drawer Drawer1-1	Cash Drawer unique name. If there were two cash drawers on one workstation, the names would be Drawer1-1 and Drawer2-1. One represents the station number.

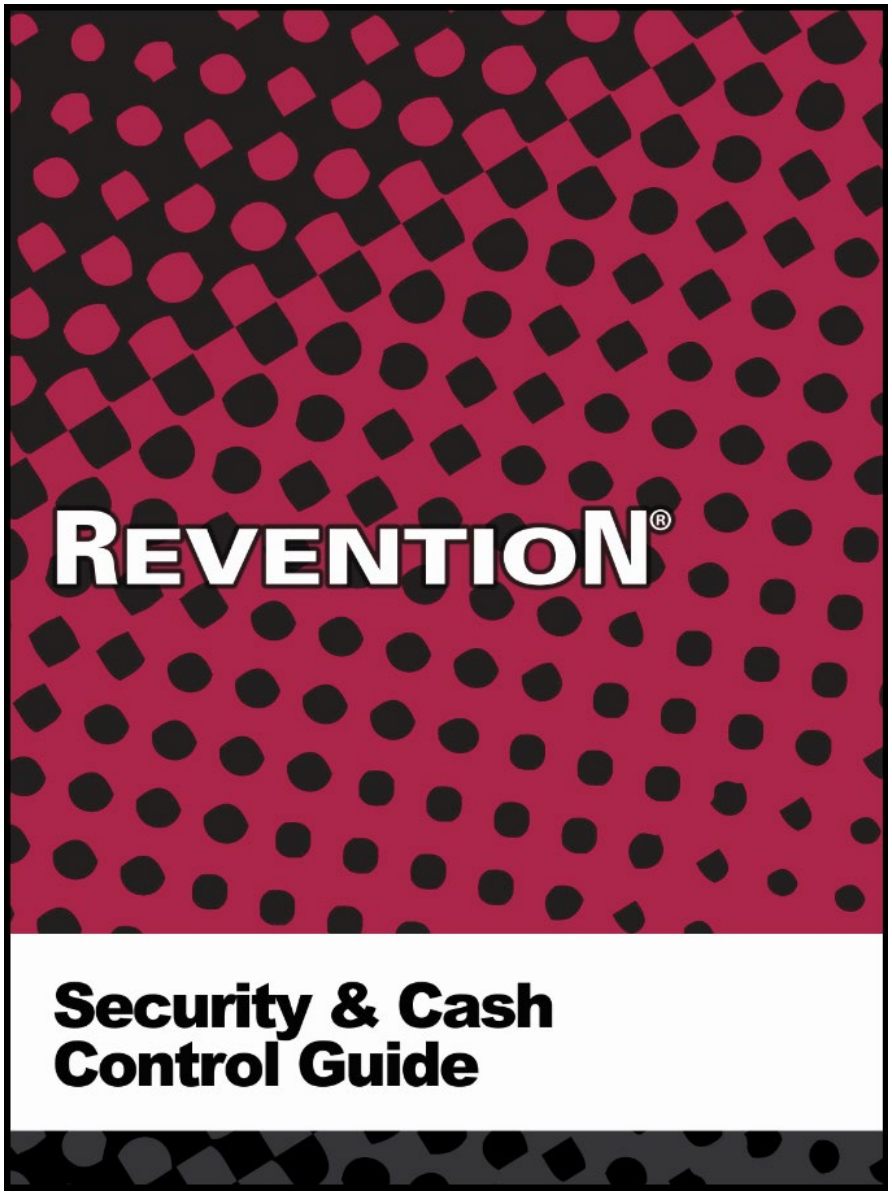
Cash Drawers continued…

3	**Default Starting Amount**	Default Starting Amount: 100.00	When the cash drawer is opened, this is the **Default Starting Amount**. It is recommended this is a consistent value that does not change to eliminate confusion.
4	**Shared**	Shared	**Shared** allows the drawer to be accessed by multiple employees who have the security to access a cash drawer.
5	**Tipped Employee**	Tipped Employee	**Tipped Employee** option can only be used if the cash drawer is NOT shared. All sales and tips entered on this cash drawer for the shift will be linked to the cashier/bartender that is responsible for the drawer.
6	**Receive Online Credit Card Payments**	Receive Online Credit Card Payments	**Receive Online Credit Card Payments** means the cash drawer is responsible for the credit card payments processed for online orders. If the order is delivery, the credit card transaction will be transferred to the driver upon dispatch.
7	**Drawer Type**	Port Serial Com1	**Drawer Type** dictates how the cash drawer will be triggered to open. **Serial** – Cash Drawer is plugged into the receipt printer.
8	**USB or Workstation**	USB 2310 3310	**USB** – Cash drawer is connected to a USB port on the PC/Workstation. **2310/3310** – The cash drawer is plugged into the RJ11 port on the workstation.
9	**Windows**	Printer Windows	Windows Printer must be configured if the cash drawer is a serial drawer and is plugged into the receipt printer.
10	**Primary or Secondary**	Primary Secondary	**Primary and Secondary** is only necessary if the cash drawer is Serial and two cash drawers are set up on one workstation.
11	**Maximum Cash**	Maximum Cash: 300.00	Caps the amount of cash the draw can intake before asking for a drop to be made.
12	**Number of Warnings after**	Number of warnings after max cash exceeded:	Sets the amount of warnings *HungerRush* will allow before locking down the drawer until a drop is made to reduce the cash amount.

	max cash exceeded	2	
13	**Delete**	Delete	**Delete** will allow the cash drawer to be removed from the system configuration.
14	**Edit**	Edit	**Edit** allows the cash drawer configuration to be modified.
15	**New**	New	**New** opens a new cash drawer configuration screen.
16	**Exit**	Exit	**Exit** will exit the Cash Drawer Configuration screen.

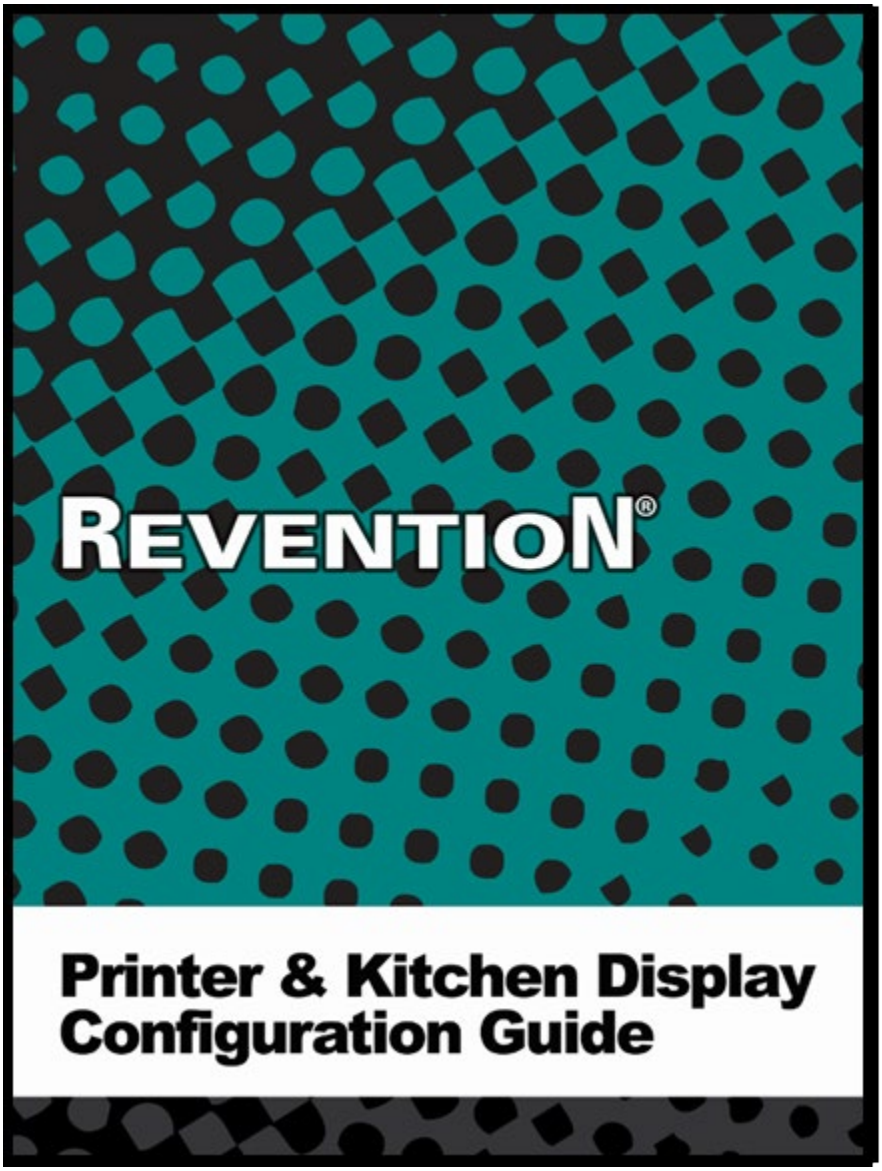
Security

Security configuration information can be found in the **Security & Cash Control Guide.**



Kitchen Display

Kitchen Display Configuration information can be found in the **Printer & Kitchen Display Guide**.



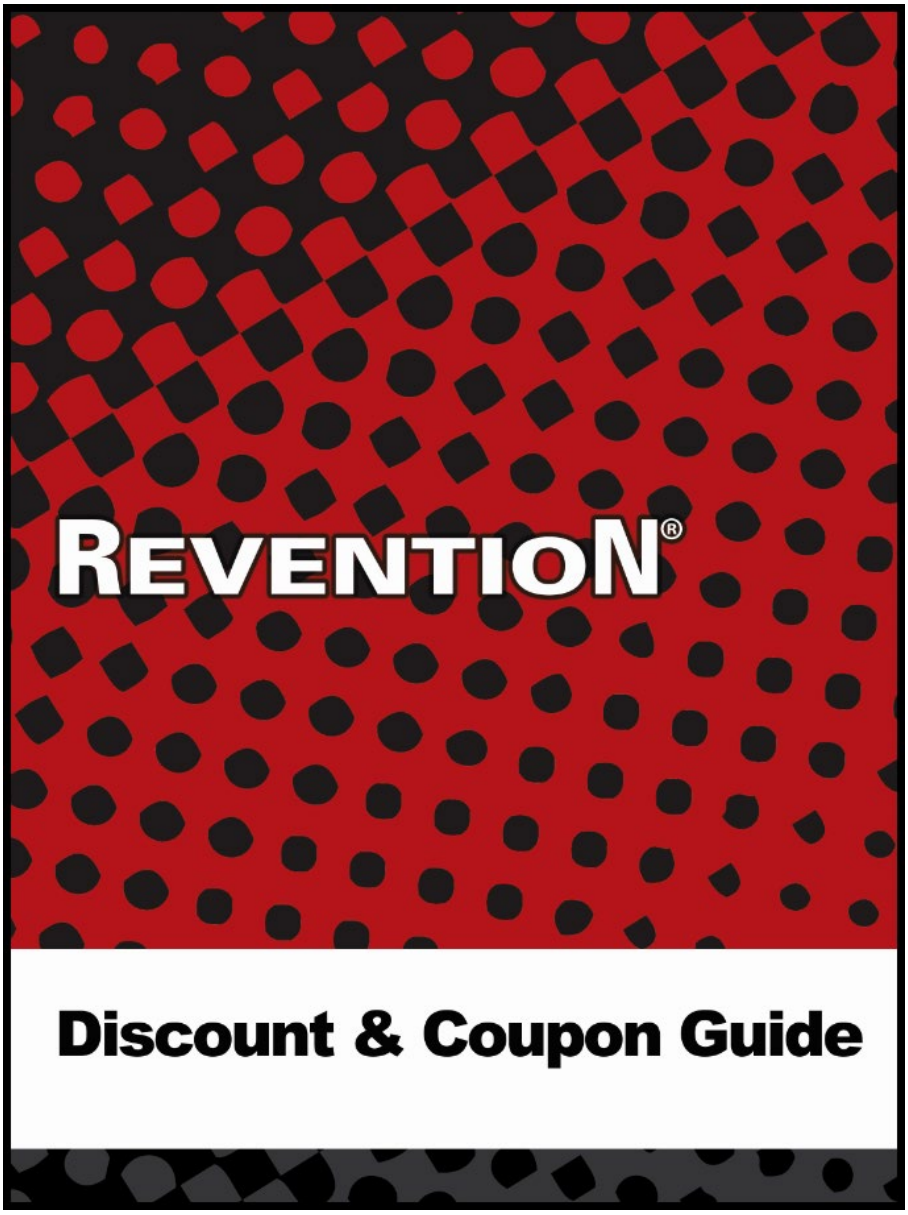
Enter Training

Enter Training puts the workstation in training mode. Any transactions that occur while the workstation is in training mode will not affect the production database. Printing is disabled from the workstation while the training mode is active. The Training database should be restored prior to entering training mode. Press the Exit Training button to return to regular operations

IMAGE

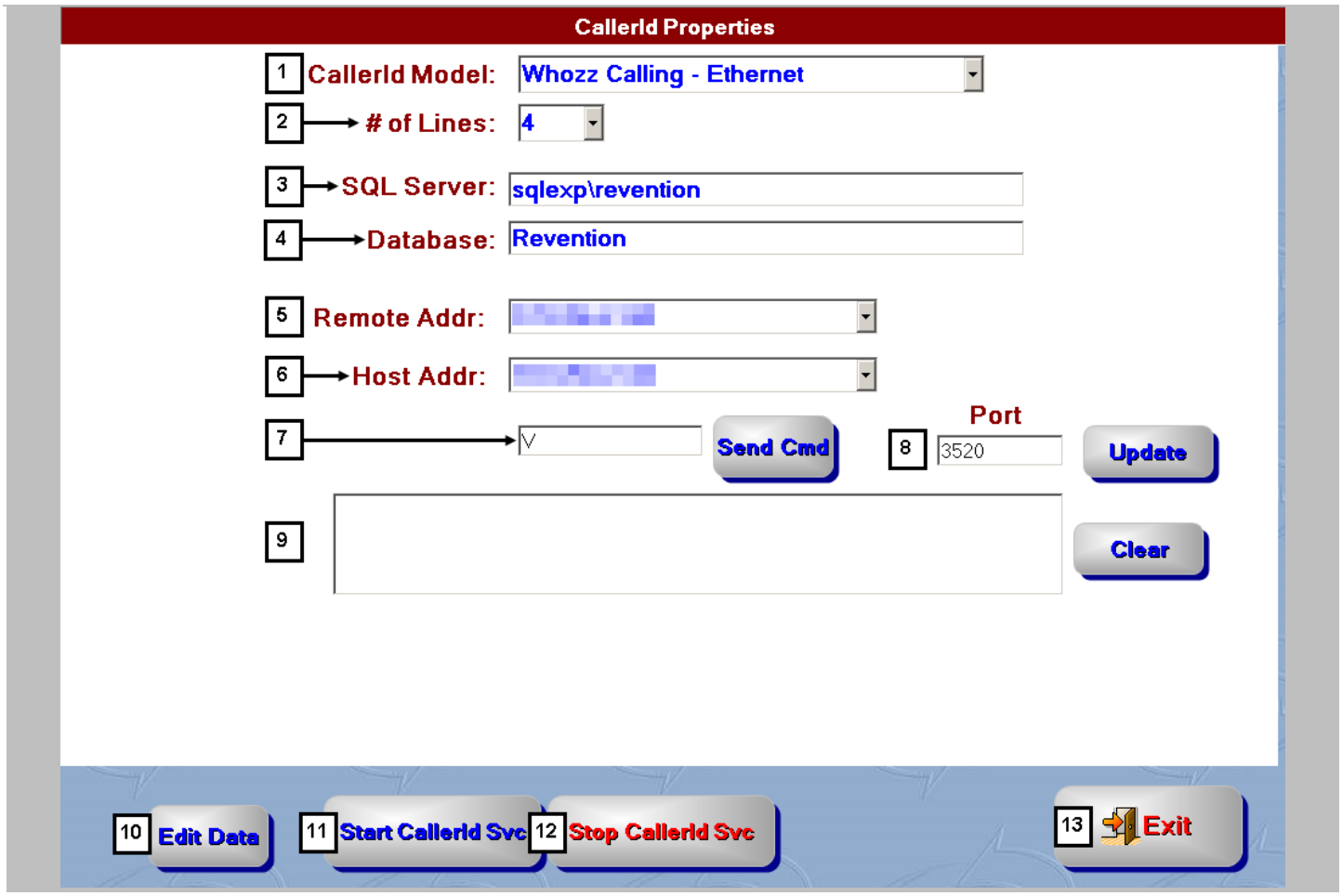
Coupons

Coupon information can be found in the **Discount & Coupon Guide.**



Caller ID

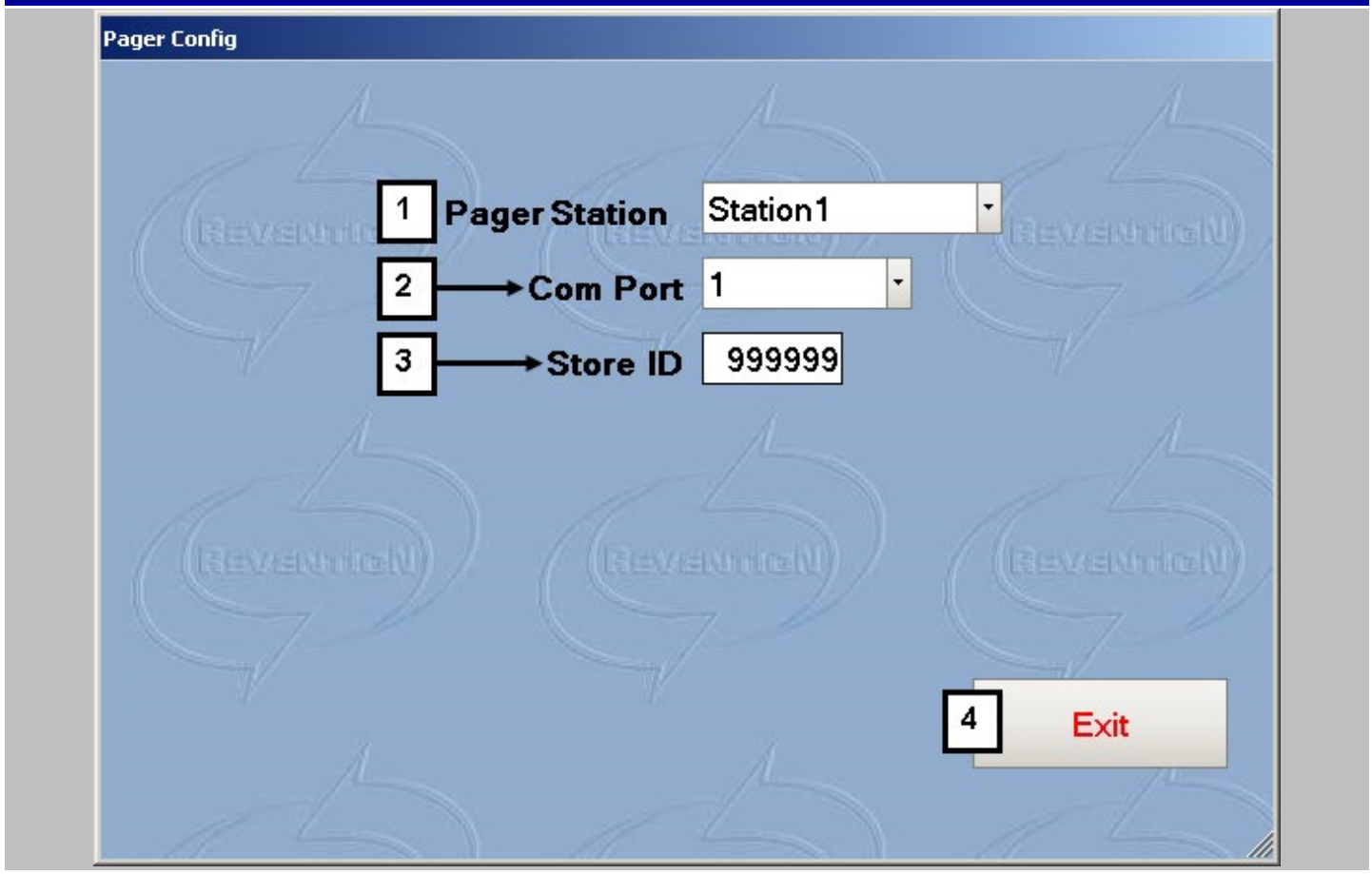
IMAGE



#	NAME	IMAGE	DESCRIPTION
1	CallerID Model	CallerId Model: Whozz Calling - Ethernet	There are two **Caller ID Models**; Whozz Calling – Serial and Whozz Calling – Ethernet.
2	# of Lines	# of Lines: 4	Caller ID can be configured for 4 or 8 lines.
3	SQL Server	SQL Server: REVENT1\REVENTION	**SQL Server** is the SQL Server Name for the point of sale system.
4	Database	Database: REVENTION	**Database** is the database name for the point of sale system.
5	Remote Addr	Remote Addr: 192.168.192.11	**Remote Addr:** is required for the Ethernet model.
6	Host Addr	Host Addr: 192.168.192.11	**Host Addr:** is required for the Ethernet model.
7	Send Cmd	V Send Cmd	**Send Cmd** will send data to the Caller ID box and respond with the appropriate data.

8	**Port**		Input the **Port number** that the Caller ID box uses as its end line communication.
9	**Data Window**		Response from the Caller ID box are received here in the **Data Window**. Press Clear to remove the data.
10	**Edit Data**		**Edit Data** is used by the *HungerRush* Installation Team to troubleshoot/configure the Caller ID box.
11	**Start CallerId Svc**		**Start CallerId Svc** starts the windows service that *HungerRush* uses to operate the Caller ID box**.**
12	**Stop CallerId Svc**		**Stop CallerId Svc** will stop the windows service that *HungerRush* uses to operate the Caller ID box.
13	**Exit**		**Exit** will exit the Caller Id screen and returns you to the main navigation screen.

Pager

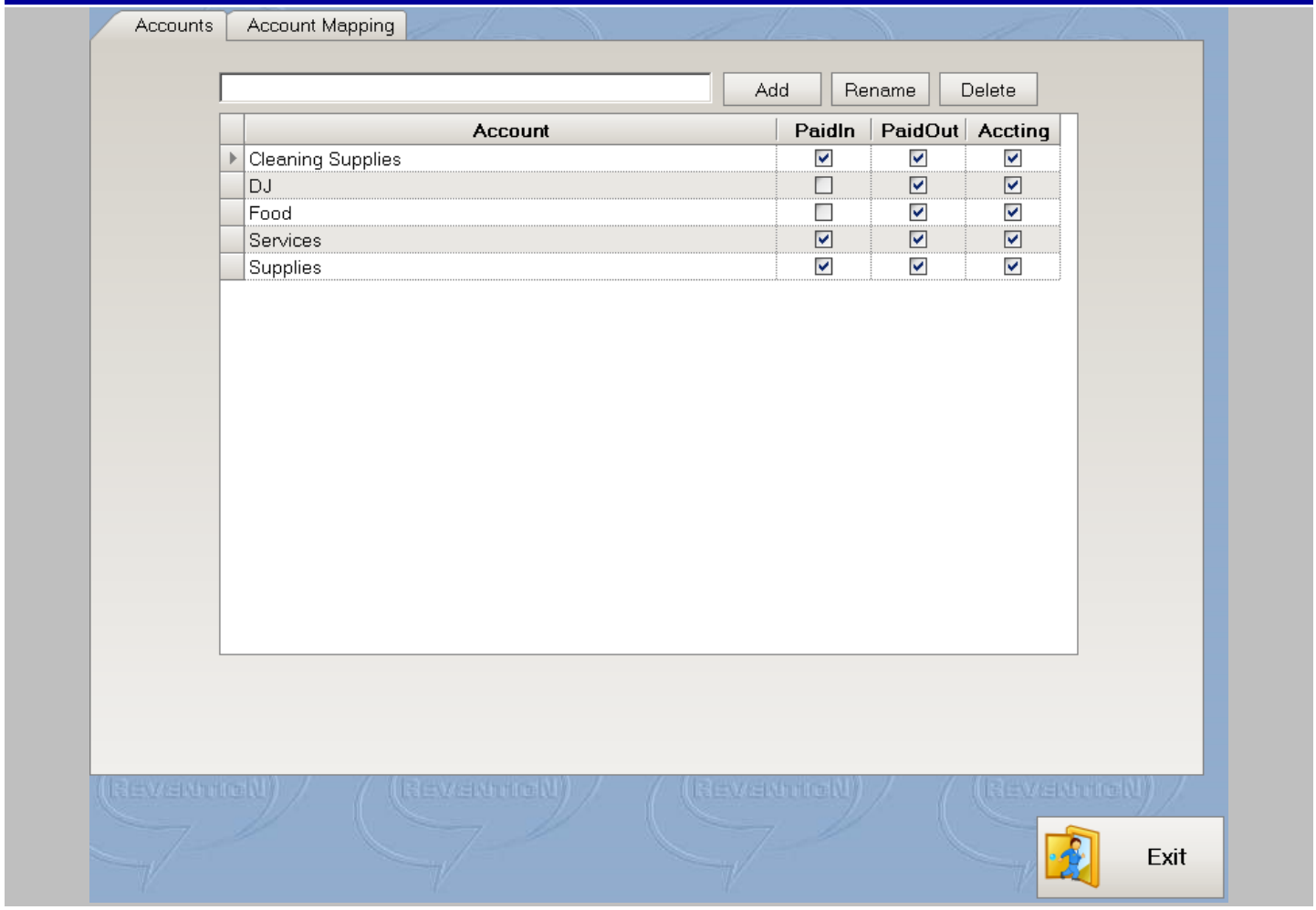
IMAGE


#	NAME	IMAGE	DESCRIPTION
1	Pager Station	Pager Station Station1	The paging unit will be connected to a specified *HungerRush* workstation.
2	Com Port	Com Port 1	**Com Port** is the port used to connect the paging unit to the *HungerRush* workstation.
3	Store ID	Store ID 999999	**Store ID** is unique to the paging unit, to prevent other stores in close proximity from trigging your pagers.
4	Exit	Exit	**Exit** will exit the Pager Config window.

Accounting Config

Accounting Config is used to set up General Ledger accounts that can be linked to Paid Ins and Paid Outs for Maintenance, Supplies and other purchases. Additional General Ledger accounts can be created and linked to Sales, Report Categories, Coupons and Adjustments. These General Ledger totals will then appear on the GL Accounts Report under Cash/Adjustments reports section.

IMAGE



Creating a GL Account

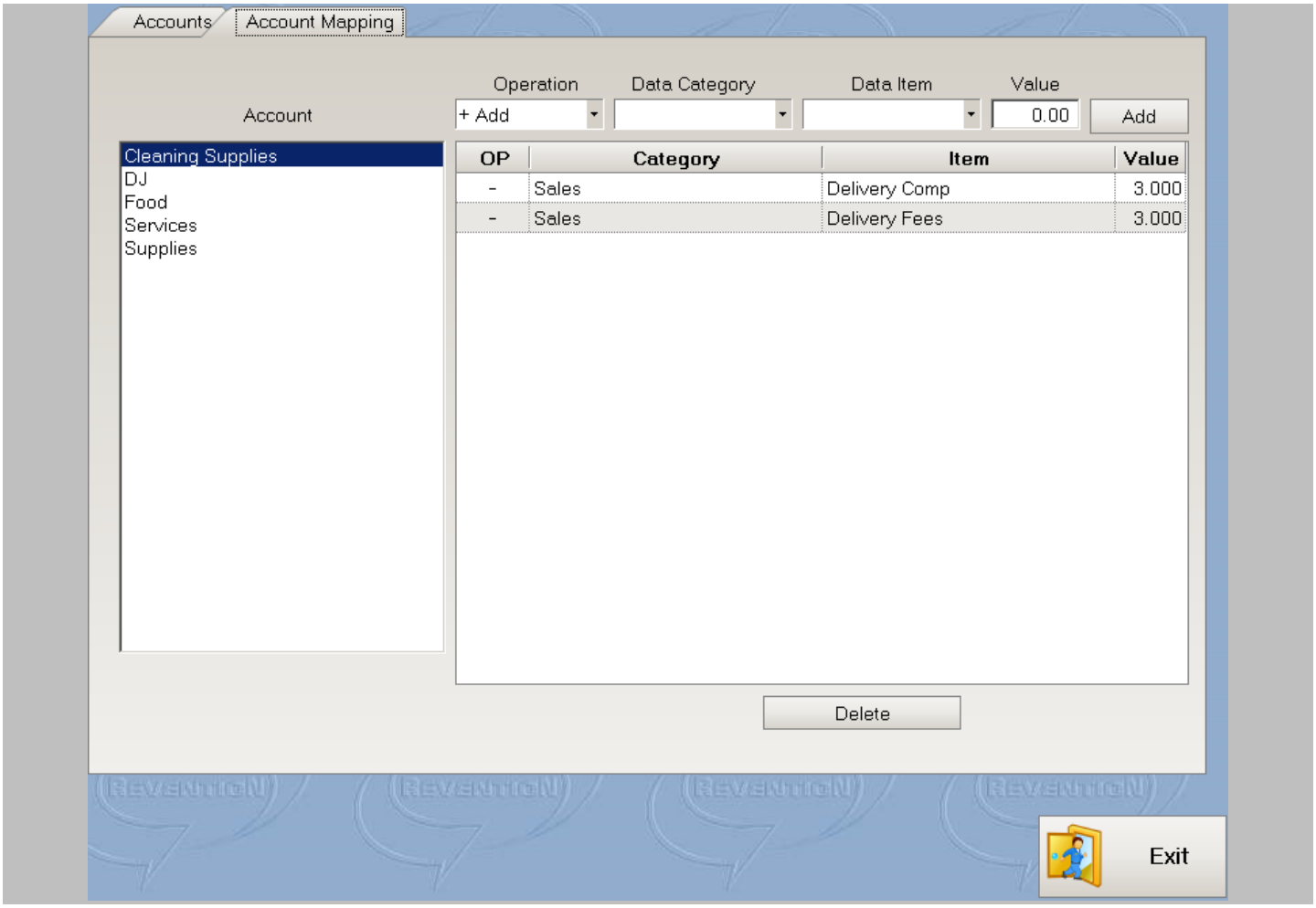
STEP	IMAGE	DESCRIPTION
1	GL name goes here	Enter the name of the GL Account.
2	Add	Select Add.
3	Account Cleaning Supplies DJ Food Services Supplies	The new GL Account will appear in the list below.
4	PaidIn PaidOut Accting ☑ ☑ ☑ ☐ ☑ ☑ ☐ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑	Select the appropriate type of GL Account. If you want the GL Account to appear in the Paid Out or Paid Ins check the appropriate boxes. All GL Accounts should be flagged for Accting.

Accounting Config continued…

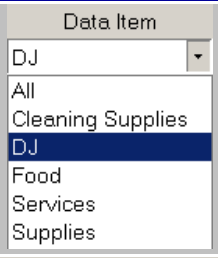
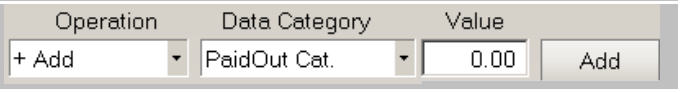
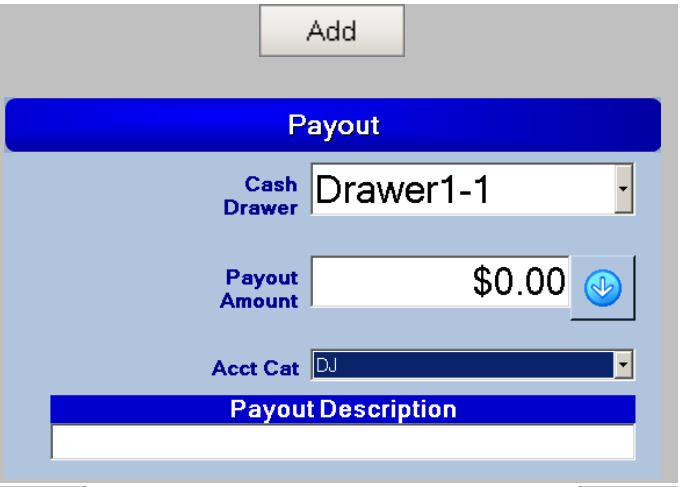
Account Mapping

This tab uses the created accounts and allows a user to add additional categories or operational tags to the accounts.

IMAGE



Adding a GL Account to a Paid Out

STEP	IMAGE	DESCRIPTION
1		Highlight the GL Account to map.
2		Select the Operation, Data Category, Data Item, and Value if necessary.
3		Select Add and continue to add additional Account Mappings if needed. These added accounts will be now selectable from the cash out and paid in menus' account category selection respectively.
*		A General Ledger report can be found in the Cash/Adjustments section.

Technical Support

For technical support, contact **HungerRush 360 Technical Support** at 1.877.738.7444 or go to *https://www.hungerrush.com/support*.