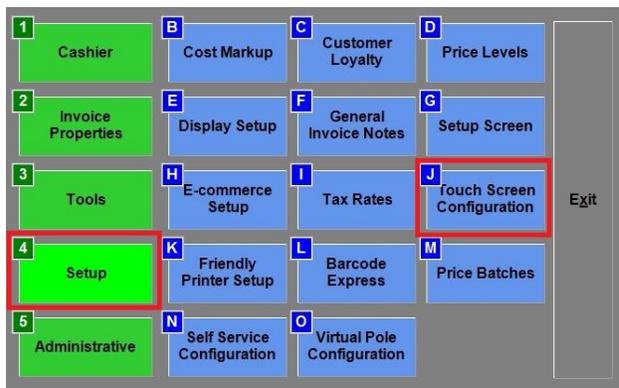
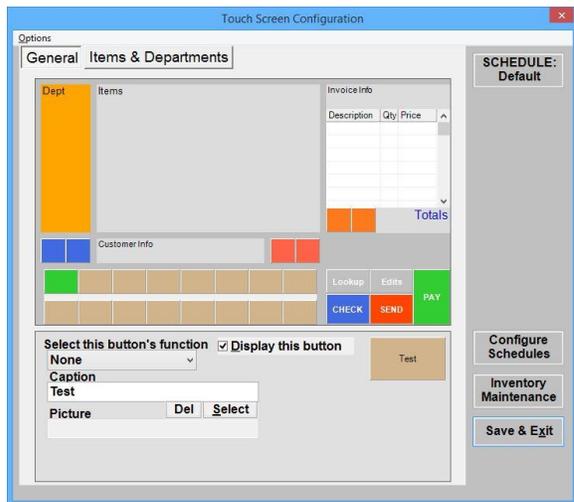


Creating a Hot Button

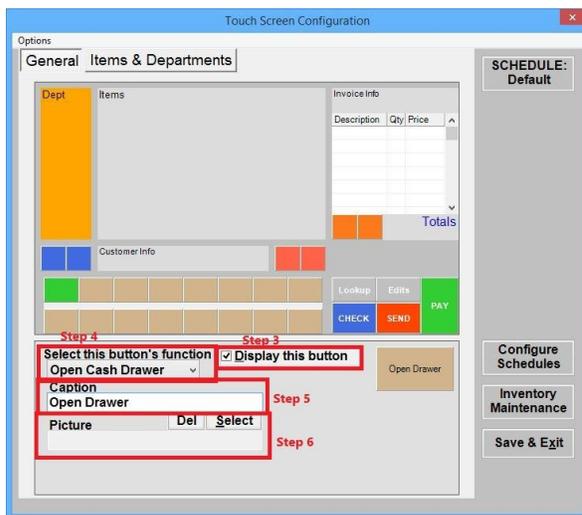
Open RPE, select **Manager**, provide the requested credentials, and then follow these steps.



1. Select **Setup** and then **Touch Screen Configuration**.



2. Select the hot button that you would like to modify. It will turn green when selected.



3. Check **Display this button** to make the button functional.
4. Select a function for the button
See below for descriptions of all functions.
5. Specify a caption for the button. **(Required)**
6. If you would like to, select a custom image for the button.
7. Provide all other requested information (specific to each function).
8. Select **Save & Exit**.

Descriptions of functions

Note that “specific” implies that the information in question was requested when setting up the hot button.

Open Cash Drawer: Opens the cash drawer.

Total Sales for Today: Creates a popup containing the total sales and total number of items sold.

Total Dept Sales for Today: Same as above, but limits the information to a specific department.

Fixed Item: Rings up a specific item.

Fixed Department: Has the same effect as selecting a specific department on the touch screen.

Locked Discount Percentage: Discounts the current invoice by a specific percentage (positive).

Locked Discount Amount: Discounts the current invoice by a specific amount (positive), If you enter a negative # or 0, it will prompt you to enter a discount amount when you push the hot button.

Open Discount Percentage: Discounts the current invoice by a percentage provided by the cashier.

Open Discount Amount: Discounts the current invoice by an amount provided by the cashier.

Price Change: Allows the cashier to change the price of the highlighted item on the invoice.

Invoice Notes: Allows the cashier to attach notes to the invoice.

Credit Card Info: Brings up a screen on which the cashier can attach a credit card to an invoice. This function is designed to be used in conjunction with bar tabs.

Select Customer: Ties the current invoice to a specific customer.

Return Next Item: Results in the return of the next item selected by the cashier.

Print Last Receipt: Sends the last receipt to the receipt printer.

Quantity Change: Changes the quantity of the highlighted item on the invoice.

Gift Card: Brings up a screen on which the cashier can sell a gift card or add funds to an existing one.

Time Clock: Brings up the time clock.

Change Party Size: Changes the party size at the current table.

Weigh Item: Weighs the item on the scale.

Recall On-Hold Invoice: Brings up a screen on which the cashier can recall an on-hold invoice.

On-Screen Keyboard: Brings up an on-screen keyboard on which an item number can be typed.

Customers Last Order: Brings up a screen on which items from the current customer’s last invoice are listed. They can be added to the current invoice.

Tax Exempt: Makes the current invoice tax-exempt.

Item Info: Displays information about the next item that is selected by the cashier.

Reorder Round: Increases the quantity of the highlighted item on the invoice.

Server Mass Transfer: Allows the current server to transfer all their tables to another server.

Report # of People Served: Reports the number of people served.

Delivery Tracking: Brings up the Delivery Tracking screen.

Minimize Program: Minimizes RPE.

Comp Items: Makes the highlighted item(s) on the invoice complimentary.

Comp with Locked Reason: Same as above, but forces a specific reason code.

Void: Voids the current invoice.

Gift Card Balance: Brings up a screen on which the cashier can check the balance of a gift card.

External Program: Launches an external program with a path and arguments that you provide.

Scan ID \ Age Verification: Brings up a screen where you input the customer’s date of birth or scan their ID. Their date of birth is checked against Check ID Level 1.

Start \ End Shift: Starts or ends a shift. This is useful if shift tracking is turned on.

Loyalty: Brings up a screen where you scan or type the ID on a customer's loyalty card. This will select that customer for the current invoice, provided the ID was entered as a card swipe ID in Customer Maintenance.

Return Rentals: Brings up a screen where rented items can be returned.

Item Lookup: Brings up the Search Inventory window.

Discount Items: Brings up the discount window where discounts can be applied to specific items or whole categories.

Flash Report: Brings up the Flash Report displaying the sales totals, media totals, and performance statistics. This report can be printed (to your receipt printer) or exported to a .csv file (comma-delimited\excel file).

Using a Hot Button



1. In Quick Tab, select a hot button.



2. Verify that the button did what was expected of it.