Kahala

FOCUS

In Store Technology User Guide

POS Technology

Manual Version 2.0 – 06/2009

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Module One – Back Office Software Overview

Module One Objectives

Upon completion of this module, you will be familiar with:

nFocus Setup page
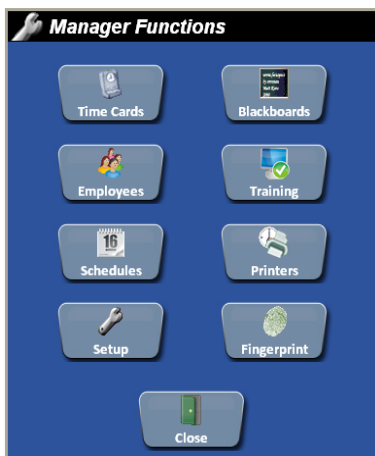Tool Bars
Icons
Dashboard

Accessing Focus Setup

The setup program is the essential Focus module. The basic function of setup is to create and maintain the data files. All of the system's user configurations and optional settings are established in Focus setup. The following users will have access to the back office software: Trainer, Shift Leader, Assistant Manager, Store Manager, and Owner.

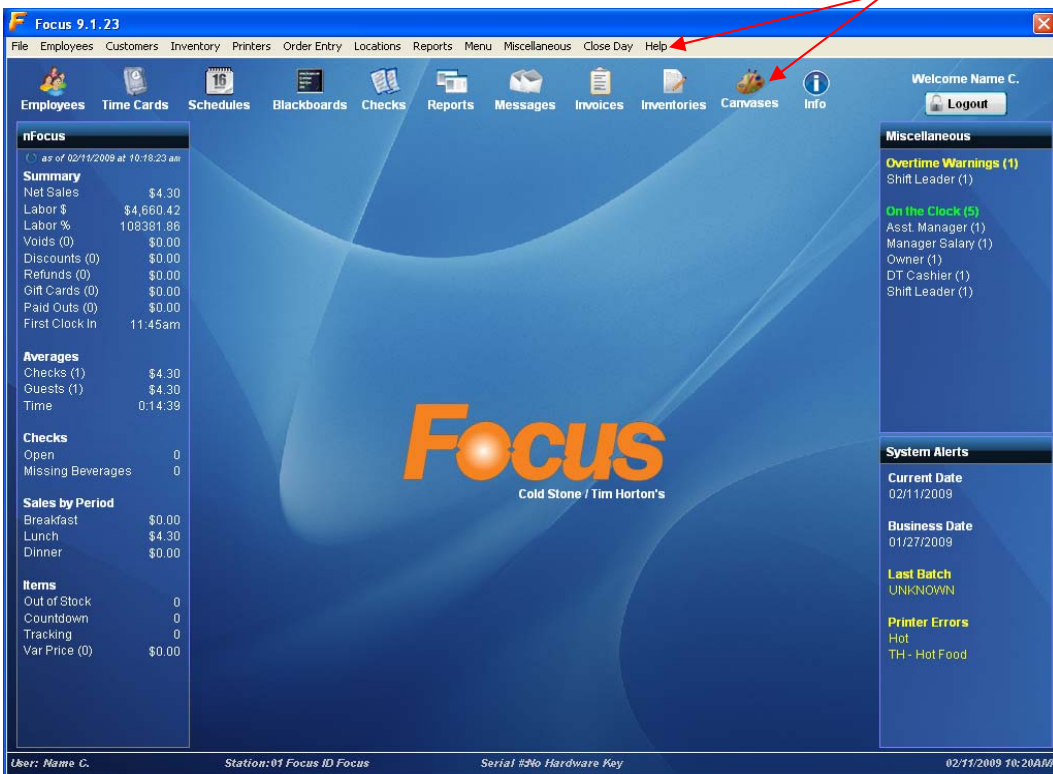1. select the tools icon (wrench) from the main page

2. select setup

3. enter access code

4. focus set up screen is displayed automatically after logging in; the set up screen consists of toolbars, icons, the dashboard and system alerts

5. the toolbars and icon options will vary depending on the level of access
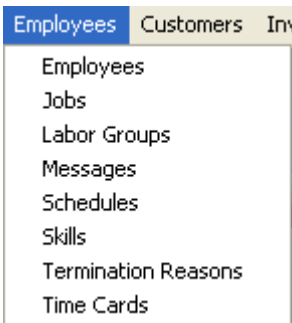
Toolbars

Focus setup contains twelve drop-down menus across the top of the workspace. Each menu consists of a window with a different, yet often related series or group of options and components.

File Employees Customers Inventory Printers Order Entry Locations Reports Menu Miscellaneous Close Day Help
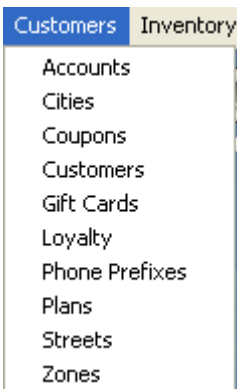
- The file menu is used to logout and quit the setup window.

  File Employee

  Logout
  Quit

- The employees menu contains a variety of options for managing employees and maintaining detailed employment records.

  Employees Customers Inv

  Employees
  Jobs
  Labor Groups
  Messages
  Schedules
  Skills
  Termination Reasons
  Time Cards

- The customers menu is used to find customers, customer accounts and loyalty customers based on the search criteria.

  Customers Inventory

  Accounts
  Cities
  Coupons
  Customers
  Gift Cards
  Loyalty
 Phone Prefixes
  Plans
  Streets
  Zones

- The inventory menu contains a list of all previously entered Inventories. This is also where you set up items and groups.

Inventory | Printers | O

Enter Inventory
Enter Invoices
Groups
Inventory Items
Subgroups
Units
Vendors
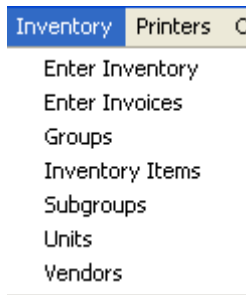
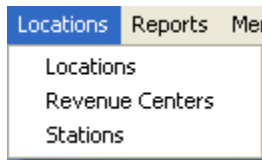- The printers menu is used to establish and maintain the check and remote printers. All remote printers must be rs232/serial or parallel.

Printers | Order Entry | Locatio

Drivers
Formats
Groups
Remote Check Formats
Remotes
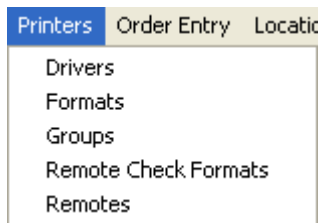
- The order entry menu contains a variety of options for managing focus order entry: blackboards, checks, check filters, discounts, gratuities, order types, packages, paid ins, paid outs, payments, price levels, table types, tare weights, taxes and voids.

Order Entry | Locations | Rep

Blackboards
Checks
Check Filters
Discounts
Gratuities
Order Types
Packages
Paid Ins
Paid Outs
Payments
Price Levels
Rear Display Formats
Table Types
Tare Weights
Taxes
Voids
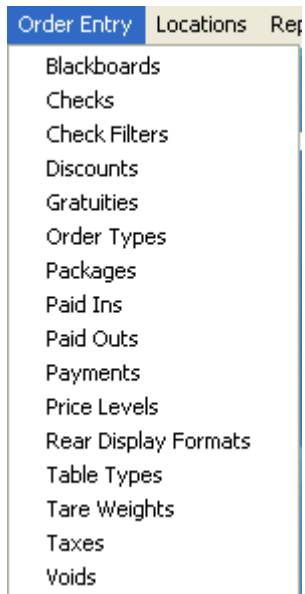
- The locations menu is used to tailor the configuration of focus order entry operations for each station or job. Areas that may be configured include taxes, menus, credit card voucher, guest check, printer assignments, screen layout and cash trays.


- The reports menu is used to establish and maintain reports; each report can be customized multiple times to meet a variety of reporting requirements; by selecting from the different properties available for each report, a wide selection of reports may be created; properties options selected in these Windows are established as defaults when the report is run.
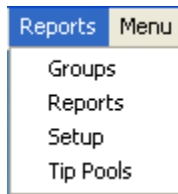
- The miscellaneous menu is used to configure basic operations throughout the Focus program such as configuring the accounting interface export option or timed events.
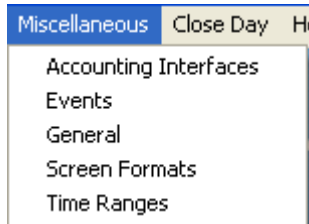
- The close day menu contains end of day functions.
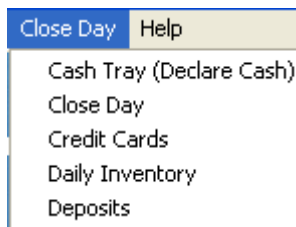
- The help menu is used to view information about the Focus software and gain access to an online help section.

Icons

The command ribbon allows for quick access to the various Focus setup windows. You use your Focus software to add new employees, update current employees, adjust time cards, create new schedules, adjust current schedules, and to perform other manager and supervisor operations.

- The employees window is used to add, edit and delete employees. In addition, an employee list may be generated and printed from this window. Access to the employee window is controlled by job rights.

- The time cards window is used to add, edit or delete clock ins or outs. Time cards contain the time and date of the clock in, time and date of the clock out, job, revenue center, break times, sales adjustment and charge tip adjustment. Time card data may be edited or added by an employee with the job right 'time manager – edit time cards'.

- Reusable schedules can be created for the standard work week with assigned employees. Templates can be created with detailed jobs and shifts specified according to predefined labor goals. Prior year sales automatically roll forward to assist in the development of the current schedule. Special event and seasonal schedules such as "winter hours" can also be named and saved so that they can be reused each year.

- The blackboards window provides a convenient way to configure information that will be communicated to the staff.

- The checks window is used to view checks from the back office computer.

- The reports window is used to establish and maintain the reports generated in Focus. Each report can be customized multiple times to meet a variety of reporting requirements. A wide selection of reports may be created by selecting from the different properties available for each report. The reports window contains only the names of the reports for which the active operator has access, security or job rights assigned. The reports window contains a series of buttons that contains a caption or image of the report that can be accessed by touch.

- The messages window is used to send messages to an individual employee, selected employees, or employees with a specific job.

- The enter invoice window is used to enter the invoices of purchases. If the invoice has a green check √ the invoice has been posted.

- The inventories window contains a list of all previously entered inventories.

- The canvas designer window is not available. The look and content of each order entry window will already be programmed.

- The info window displays the system and dealer information.

Dashboard

The nFocus Dashboard is also displayed, which will be discussed in the following section.